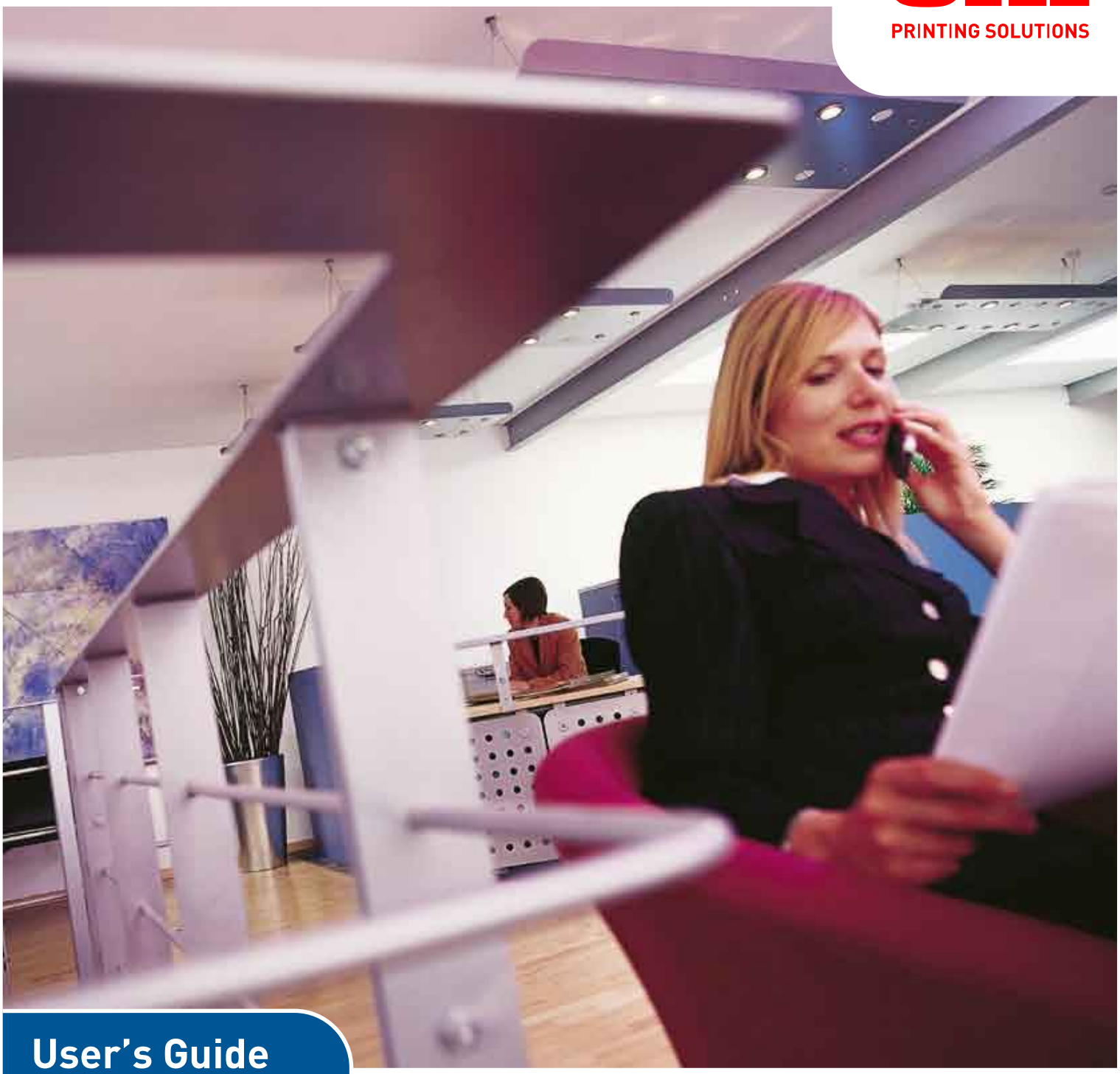
B930n

OKI
PRINTING SOLUTIONS



User's Guide

B930n

PREFACE

Every effort has been made to ensure that the information in this document is complete, accurate, and up-to-date. The manufacturer assumes no responsibility for the results of errors beyond its control. The manufacturer also cannot guarantee that changes in software and equipment made by other manufacturers and referred to in this guide will not affect the applicability of the information in it. Mention of software products manufactured by other companies does not necessarily constitute endorsement by the manufacturer.

While all reasonable efforts have been made to make this document as accurate and helpful as possible, we make no warranty of any kind, expressed or implied, as to the accuracy or completeness of the information contained herein.

The most up-to-date drivers and manuals are available from:
http://www.okiprintingsolutions.com

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B930 Printer Model No: ELB-1

As an ENERGY STAR Program Participant, the manufacturer has determined that this product meets the ENERGY STAR guidelines for energy efficiency.

B930n	×	**B930dn**	✓

This product complies with the requirements of the Council Directives 89/336/EEC (EMC), 73/23/EEC (LVD) and 1999/5/EC (R&TTE), as amended where applicable on the approximation of the laws of the member states relating to electromagnetic compatibility, low voltage and radio & telecommunications terminal equipment.

EMERGENCY FIRST AID

Take care with toner powder:

If swallowed, give small amounts of cold water and seek medical attention. DO NOT attempt to induce vomiting.

If inhaled, move the person to an open area for fresh air. Seek medical attention.

If it gets into the eyes, flush with large amounts of water for at least 15 minutes keeping eyelids open. Seek medical attention.

Spillages should be treated with cold water and soap to help reduce risk of staining skin or clothing.

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NOTES, CAUTIONS AND WARNINGS

NOTE
A note provides additional information to supplement the main text.

CAUTION!

A caution provides additional information which, if ignored, may result in equipment malfunction or damage.

WARNING!

A warning provides additional information which, if ignored, may result in a risk of personal injury.

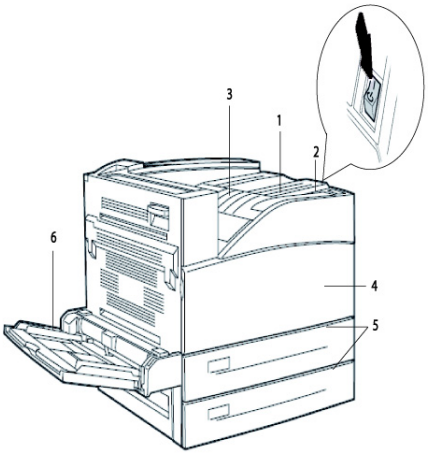
For the protection of your product, and in order to ensure that you benefit from its full functionality, this model has been designed to operate only with genuine original toner cartridges. Any other toner cartridge may not operate at all, even if it is described as "compatible", and if it does work, your product's performance and print quality may be degraded.

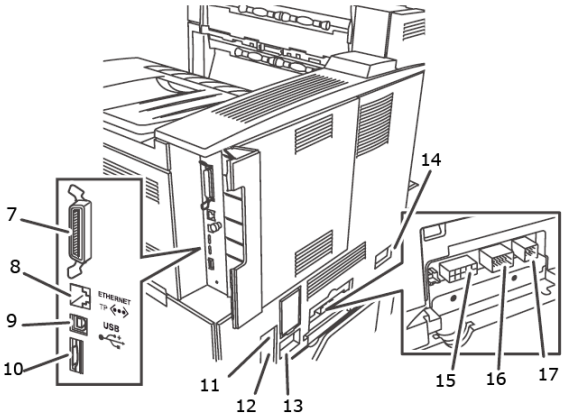
Specifications subject to change without notice. All trademarks acknowledged.

BASIC OPERATIONS

MAIN COMPONENTS AND THEIR FUNCTIONS

STANDARD CONFIGURATION

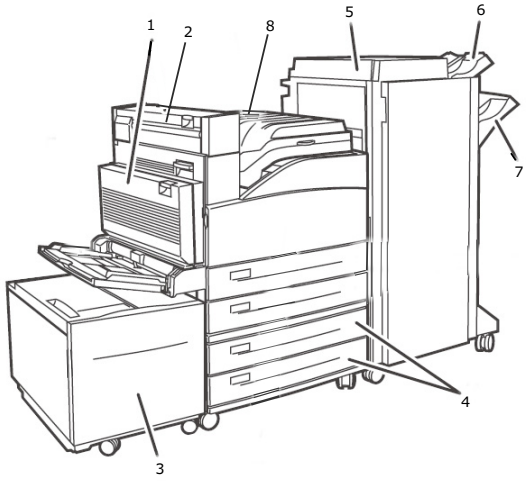




NO	NAME	DESCRIPTION
1	Control panel	Consists of the essential operation buttons, indicators and display.
2	Power switch	Switches the power of the printer on and off. Pressing the switch to the <|> position switches it on and pressing it to the <0> position switches it off.
3	Standard top bin output tray	Print jobs are output here with the printed side facing down.
4	Front Cover	Consists of the drum unit and toner cartridge and other internal parts of the printer.
5	Tray 1 & 2	500- sheet feeders.
6	Multi Purpose Feeder Tray 5	For both manual and automatic feeds.
7	Parallel connector, IEEE 1284	For connecting the parallel cable.
8	Ethernet 10/100 BaseT connection	For connecting the ethernet cable.
9	USB 2.0 connector	For connecting the USB cable.
10	Serial RS232 connector	For connecting the serial cable.
11	Ground Fault Interrupter (GFI) reset	For resetting the power if it trips.
12	Power cord cable connector	For connecting the power cord cable.
13	Finisher power cord connection	For connecting the optional finisher power cable.
14	2000- sheet feeder tray 6 connector	For connecting the optional high capacity feeder.

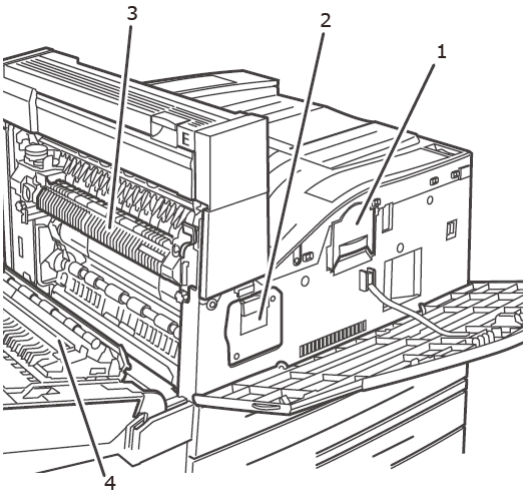
NO	NAME	DESCRIPTION
15	Finisher connection	For connecting the optional finisher cable.
16	1000 (2000 sheets for TTM)-sheet feeder trays 3 & 4	For connecting the optional trays cable.
17	Duplex unit connector	For connecting the optional duplex unit.

WITH OPTIONAL ACCESSORIES



NO	NAME	DESCRIPTION
1	Duplex unit	Enables 2 sided printing.
2	Exit 2	Used in conjunction with duplex unit and finisher, comes with a duplex unit.
3	High Capacity Feeder Tray 6	2000 sheet Feeder.
4	Trays 3 & 4	2 x 500-sheet A3 trays (2TM) or 2000-sheet A4/Letter dual input trays; tray 3 - 800 sheets and tray 4 - 1200 sheets (TTM).
5	Finisher	3500-sheet finisher (2 possible configurations- stacker and 2-4 hole puncher).
6	Stacker upper bin	500 sheet stacker.
7	Stacker main bin	3000 sheet stacker.
8	Transport to finisher	Serves as a transport to the finisher.

INTERNAL VIEW



NO	NAME	DESCRIPTION
1	Toner cartridge	Contains the toner.
2	Drum unit	Contains the photosensitive drum.
3	Fuser unit	Fixes the toner on the paper. Do not touch this when using the printer as it is hot.
4	Transfer roller	Transfers the toner image on the surface of the photosensitive drum to the paper.

SETTINGS ON THE CONTROL PANEL

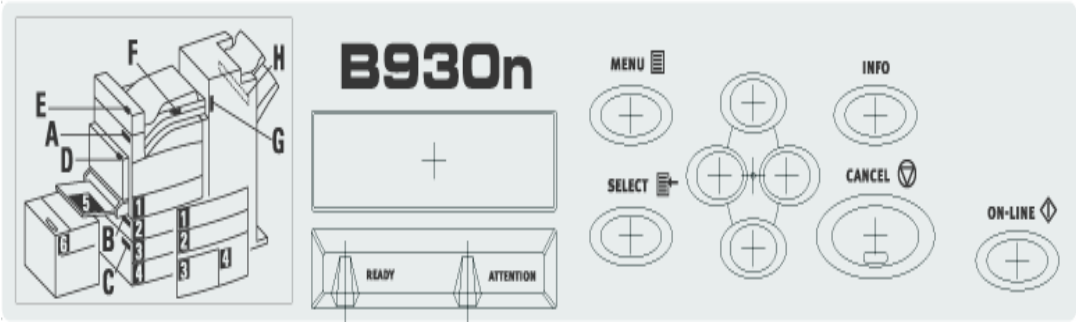
ABOUT THIS CHAPTER

This chapter introduces the control panel and its functions, and also demonstrates how to navigate through the control panel menus and submenus that allow you to view and change the printer settings.

Full details of the menu system are given in the Reference Guide. You can print a menu map showing all current printer settings by pressing the **Info** button on the control panel.

CONTROL PANEL FEATURES

The control panel is located on the front of the printer and contains the display (see "LCD display" on page 12), indicators and push buttons that allow you to view and change the printer settings.



NAME	DESCRIPTION
<Menu> button	Press to move to the menu operation. Once in the menu operation, repeatedly pressing the menu button moves down the menu list.
<Info> button	Press to print the menu map. The menu map (2 pages) will print with all the current printer settings.
<Ready> indicator	When the light is on, the printer is ready to receive data from the computer.
LCD display	Displays the setting items, machine status, and messages.
<Attention> indicator	When the light is on, there is a malfunction in the printer.
<On-Line> button/ indicator	When online, press to enter the off-line status. When in the off-line status, the machine cannot receive data or process printing. Press again to exit the off-line status and enter the on-line status (where the machine can receive data from the computer).
<Cancel> button	Press to cancel printing. Press to exit the menu mode.
<Select> button	Press to activate the displayed setting. When you are changing the candidate values, pressing the Select button runs the currently displayed activity or saves the currently displayed candidate.
<▲> <▼> <◄> <►> buttons	Press these to move to the required menu, item and candidate value on the display.

LCD DISPLAY

The LCD display shows status and error messages that inform you of the current status of the printer, and also displays menus, submenus and printer settings when you are in the menu system.

There are two types of screens shown: Print screen (for displaying printer status) and Menu screen (for setting configuration). The message displayed differs according to the options installed and setting status.

PRINT SCREEN

The Print screen appears when the machine is printing or waiting for data. The following contents are shown on the screen.

NO	STATUS	DESCRIPTION
1	Online	The printer is currently not printing any job.
2	Warming up	The fuser is heating up for printing.
3	Receiving data	The printer is receiving a print job.
4	Printing*	The printer is printing.
5	Waiting	The printer displays this message while printing a large file.

* When the current status is Printing, the following information is also displayed:

Port receiving data—Shown at bottom left. Which printer port is currently receiving print data, e.g. USB, Net, etc.

Emulation—Shown at bottom right. Which page description language emulation is currently in use, e.g. PCL, PS, etc.

MENU SCREEN

Screen for configuring settings related to the printer.

This screen appears when you press the **MENU** button. The first of a list of menus appears. Further depressions of the **MENU** button or the <▲> <▼> buttons cycle through the available printers menus.

NAVIGATING THE CONTROL PANEL MENUS

When you press the **MENU** button on the control panel, you enter the printer's menu system. At that point, the first line of the display lists the active menu. You can change the active menu by pressing the <▲> or <▼> button or by pressing the **MENU** button.

To move to a sub-menu or to the available settings for the item selected press the <▶> button.

To cycle through the available settings for the currently selected item use the <▲> and <▼> buttons, then press the **SELECT** button to choose the setting you want.

To move back up a menu level, press the <▶> button and ultimately to exit the menu system press the **CANCEL** or **ON-LINE** button.

CHANGING THE DISPLAY AND REPORTING LANGUAGE

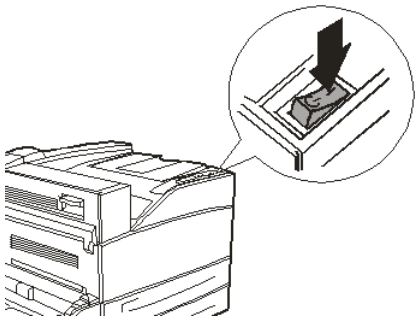
The default language for display messages and printed reports is English. You can change this to a different language as follows.

1. Press the **MENU** button on the control panel.
2. Press the **<▼>** button repeatedly to display the "**System Configuration Menu**".
3. Press the **<►>** button to enter the "**System Configuration Menu"**.
4. Press the <▼> button repeatedly to display the "**Language**" sub-menu.
5. Press the **<►>** button to modify the current language setting.
6. Press the <▲> or <▼> button repeatedly until the language you want is displayed.
7. Press the **SELECT** button to choose your preferred language, then press the **CANCEL** button to exit the menu system.

SWITCHING ON AND OFF THE POWER

SWITCHING ON THE POWER

1. Press the power switch of the printer to the <|> position.



When the power is switched on, various screens will be displayed on the control panel. Check that this display changes to "Online".

NOTE
When "WARMING UP…" is displayed, the printer is unavailable for printing. When the printer is ready for printing, "ONLINE" will be displayed.

SWITCHING OFF THE POWER

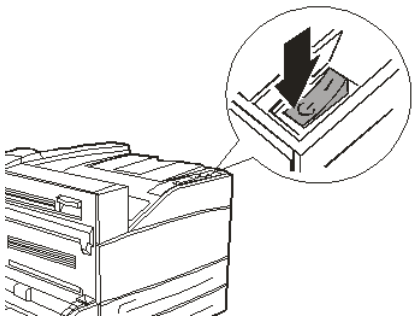
NOTE

- *Do not switch off the printer power when printing is in progress. It may lead to a paper jam.*
- *Once the power is switched off, print data remaining in this printer or information saved in the memory of this printer will be deleted.*

---

1. By checking the display on the control panel, confirm that the printer is not processing any data.

2. Press the power switch to the <O> position to switch the power off.



POWER SAVE MODES

This printer is equipped with a low power mode and a sleep mode to reduce power consumption when it is left idle.

When no print data is received for 10 (default) minutes, the printer will enter the power save mode. The time ranges to specify for the printer to go into power save mode is 5 to 60 minutes and for sleep mode is 60 to 180 minutes. Consumption of power during the sleep mode is 10W or less and the time required to exit from the sleep mode to a print-ready status is about 10 seconds.

EXITING THE POWER SAVE MODE

The printer automatically cancels its power save status once it receives data from the computer. You can press any button to exit the sleep mode.

CANCELLING/CHECKING PRINTING

CANCELLING PRINTING

To cancel printing, you can either cancel the print job at this printer or at the computer.

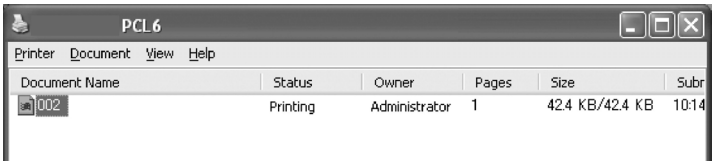
Cancelling a Print Job at the Printer

Press the **CANCEL** button then press the **ON-LINE** button on the control panel. However, pages being printed at the moment will continue to be printed.

Cancelling Print Jobs at the Computer

Double-click the printer icon at the bottom right of the taskbar in Windows.

From the displayed window, click the document name that you wish to delete and press the **Delete** key.

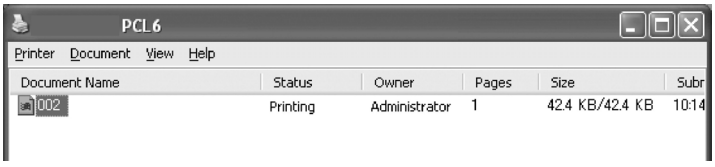


CHECKING STATUS OF PRINT DATA

Checking in Windows

Double-click the printer icon on the task bar at the bottom right of the screen.

From the displayed window, check the column, **Status**.



DISPLAYING OPTIONAL ACCESSORY CONFIGURATION AND PAPER TRAY SETTINGS

When using this printer as a network printer and with SNMP protocol enabled, you can display on the printer driver, the optional accessory configuration and settings configured at the control panel such as paper type or size. These settings are displayed on the **Options** tab. This section explains the procedure using Windows XP as an example.

Important:

- When using USB or Parallel connection to this printer, this feature cannot be used. You have to manually set the items on the printer driver.
- The rear tray information cannot be obtained. You have to manually set the item.
- For paper size and paper type settings, you must configure them at the control panel beforehand. Even if you change the settings here, they will not be reflected on the printer itself.

NOTE

- *When using this feature, you have to activate the SNMP port (default: **Enable**) on the printer using the control panel.*
- *For Windows 2000/Windows XP/ Windows 2003/Windows Vista, only users with administrator's rights can change the settings. Users without administrator's rights can only check the contents.*

---

1. From the **Start** menu, click **Printers and Faxes** and then display the properties of the printer to be used.
2. Click the **Device Options** tab.
3. Click **Get Information from Printer**.

NOTE
The properties of the printer can be displayed on the printer driver.

---

4. Click **OK**. The contents of the **Device Options** tab will be updated based on the data obtained from the printer.

PRINTING

PRINTING OPTIONS

This printer offers three ways to modify the printing options:

- Control Panel
- Printer Driver
- Embedded Web Server

The printing options on the printer driver can be accessed through the application you are using or through the Printer and Faxes Menu (on Windows). The Embedded Web Server (EWS) contains access to all printer features and presents them as HTML pages. EWS can be accessed from any remote station via HTTP access. Refer to the Reference Guide for details on how to access each of the above Printing Options.

NOTE
If there is a conflict between settings in the Control Panel, Printing Preferences or Embedded Web Server and printer settings set via your application, the application settings supersede any other setting.

PRINTING A TEST PAGE

You can print a test page to verify the printer connectivity and operation. You can enable this feature using your Printer Properties. You can also enable this at the control panel or using the EWS.

To print a test page through the driver:

1. Select the **Device options** tab within the driver.
2. Click **Demo Print**.
3. Click **OK**.

PRINTING A MENU MAP

This printer can print a menu map that lists the currently selected status of menu options, media selections in trays, options installed and other relevant information about your printer. To print a menu map, press the **INFO** button on the control panel. A two-page summary is printed.

PRINTING FROM THE COMPUTER

This section explains the basic flow when printing from application software in a Windows® environment.The procedure may differ according to the computer or system configuration used.

NOTE
Do not switch off the power to the printer when printing is in progress. It may lead to a paper jam.

This section explains printing with the PCL driver as an example.

1. From the **File** menu of the application software, select **Print**.
2. Select this printer as the printer to be used to start printing. To use the various print features of this printer, display the printer properties dialog box to set the necessary items.
   For details on each item and how to set them, refer to the Online Help for the printer driver.

NOTE
*If the paper tray information is not correct, change the settings on the **Set Up** tab of the printer driver before continuing. For details on how to do the settings, refer to the Online Help for the printer driver.*

BASIC PRINT FEATURES IN PROPERTIES DIALOG BOX

The following selections are available in the **Setup** tab: Paper Size, Media Type, Paper Source, Paper Destination Paper Feed Options, Finishing Mode, and Duplex (2-sided Printing).

> Paper Feed Options include: Auto Resize, Fit to page, Covers, Auto Tray Change, Media Check, Skip Blank Pages, and Multipurpose Tray Settings.

> Finishing Mode includes: Standard, 2-up, 4-up, 6-up, 8-up, 9-up, 16-up, PosterPrint, and Booklet (available if Duplex option is installed).

NOTE
You can set the print features in the properties dialog box from the printer icon by selecting Printers and Faxes (or Settings) > Printers depending on the OS.

Detailed instructions on how to use the following options are contained in the Reference Guide:

Selecting Paper Size, Selecting Number of Copies, Collating Copies, Setting Orientation, Skip Blank Pages, Printing in Reverse Order, Duplex Printing and Binding Preferences.

SETTING MEDIA TYPES

The printer can accommodate a variety of special media. Each media type requires special handling. The most convenient way to enable this feature is using the Printer Properties in your computer. You can also enable this feature at the control panel or using the EWS.

ENVELOPES

Envelopes can be printed using the MPF, see "Loading mpf (tray 5)" on page 29. For details on the envelopes that can be used, refer to "Usable Paper" in the Reference Guide.

LOADING AND PRINTING ON ENVELOPES

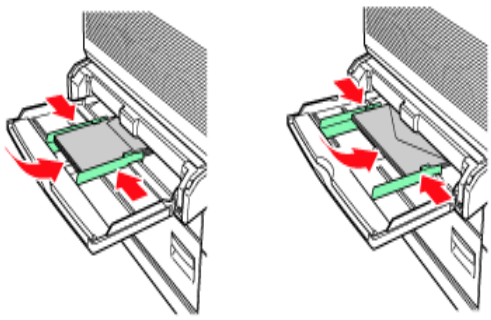
Take note of the following points when loading an envelope:

- Use envelopes specifically made for laser printers.
- Do not use padded envelopes.
- Avoid printing over the area where the envelope seams meet.
- Never use envelopes with windows or metal clasps; they can damage the printer.
- Ensure that the envelopes are stored in a cool and dry place and in their original packaging. If not, heat and humidity can cause the envelopes to seal before or during printing.
- Load a maximum stack height of 10mm (.4 in).
- Close the flaps of the envelopes and load them with the address side facing down.
- Remove excess air from envelopes before loading into the MPF.
- When using commercial flap envelopes with side seams (vs. diagonal seams), verify that the side seams are cut all the way to the corner of the envelope.

NOTE
The reverse side of the envelope cannot be printed on.

---

1. Load the envelopes with the following considerations:
   - Place C4 envelopes short-edge feed in the tray.
   - Place Monarch, "10, C5 and DL envelopes long-edge feed in the tray.
   - Place the side to be printed facedown.
   - Place the envelope with the flap entering the printer first.



2. Slide the length guide and right width guide to the size of the loaded envelopes.
3. On the control panel, change the paper type to `ENVELOPE`.
4. On the control panel, change the paper size of the tray to match the type of envelope loaded.
5. From the **File** menu, select **Print**.
6. Select this printer from the drop down list and click **Properties**.
7. Select the loaded paper tray from **Source** or click the **Media Type** and then select Envelope.
8. Click **OK**.
9. Click **Print** in the Print dialog box to start printing.

PRINTING ON TRANSPARENCIES

You can print transparencies from any tray.

LOADING AND PRINTING ON TRANSPARENCIES

The way to load transparencies in the paper tray is the same as the way to load standard size paper. For details, refer to "Loading paper" on page 28. However, before loading transparencies, consider the following points:

- Remove all other media before loading transparencies into the tray.
- Do not load transparencies above the fill line; this may cause the printer to jam.
- Handle transparencies by the edges to avoid fingerprints and creases that can cause poor print quality.
- Do not use transparencies with the stripes side down.

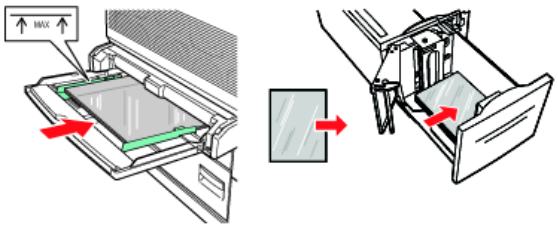
You must also set paper type for the paper tray to **Transparency** on the control panel.

NOTE
Printing transparencies continuously may lead to the output transparencies sticking to each other. As a guide, remove the transparencies from the output tray after about 20 sheets and then fan them to lower their temperatures.

---

1. Fan the transparencies to ensure that all sheets are separated.

2. Insert them with the long-edge feed.



3. Adjust the paper guides to the size of the transparencies, if required.
4. On the control panel, change the paper type to TRANSPARENCY.
5. From the **File** menu, select **Print**.
6. Select this printer as the printer to be used and click **Properties**.
7. Click the Media Type drop down box and click on transparencies.
8. Select the loaded paper tray from Source Drop down and click on the tray that contains the transparencies.
9. Click the Paper Size drop down.
10. From **Paper Size**, select the size of the original document.

11. Click **OK**.
12. Click **Print** in the Print dialog box to start printing.

PRINTING ON POSTCARDS

Postcards can be printed using the MPF (Tray 5).

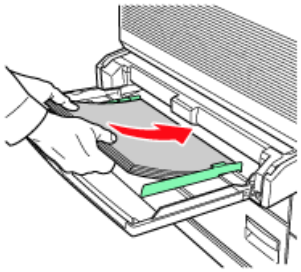
LOADING AND PRINTING ON POSTCARDS

Before loading the postcards in the tray, consider the following points:

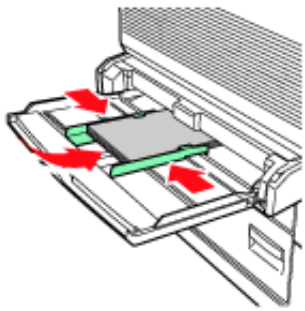
> Ensure that the postcards are stored in a cool dry place and in their original packaging. If not heat and humidity can cause the postcards to curl.

> Load a maximum stack height of 10mm (.4 in), no higher than the fill line.

1. Insert the postcards in the tray with the following considerations:
   > Insert large postcards long- edge feed and facedown. Place the top of the postcard to enter the printer first (left side of the printer).
   > Insert small postcards short-edge feed and facedown. Place the top of the postcard towards the rear of the printer.



Large Postcards
Long-edge Feed



Small Postcards
Short-edge Feed

2. Adjust the paper guides to the size of the postcards.
3. On the control panel, change the paper type to `POSTCARDS`.
4. From the **File** menu, select **Print**.
5. Select this printer as the printer to be used and click **Properties**.
6. Click the Media Type drop down box and click on postcards.
7. Click the Paper Size drop down.
8. From **Paper Size** select the size of the original document.
9. Click OK.
10. Click Print in the Print dialog box to start printing.

PRINTING ON LABELS

Labels can be printed from all trays.

LOADING AND PRINTING ON LABELS

Before loading the labels in the tray, consider the following points:

> Do not use vinyl labels.

> Do not use any labels on a sheet where items are missing; it may damage the printer.

> Print only on one side of the sheet of labels.

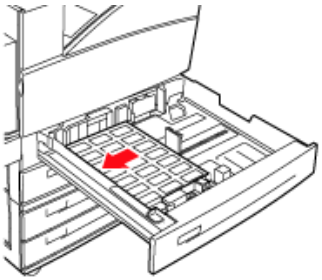
> Ensure that the labels are stored in a cool dry place and in their original packaging. Storing them in extreme conditions can cause jams, curls or poor print quality.

1. Insert the labels in the tray, with the following considerations:

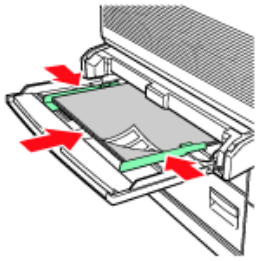
> Trays 1-4 - Insert the label sheets long-edge feed and face up. Place the top of the page toward the front of the paper.

> MPF Tray 5 - Insert the label sheets long-edge feed and face down. Place the top of the page toward the front of the printer.

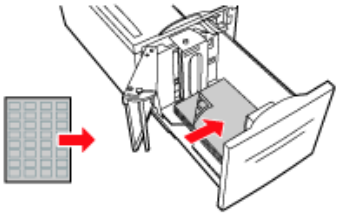
> HCF Tray 6 - Insert the label sheets long-edge feed and face down. Place the top of the page toward the front of the printer.



Trays 1-4



Multi Purpose Feeder Tray 5



High Capacity Feeder Tray 6

2. Adjust the paper guides to fit the size of the label sheets.

3. On the control panel, change the paper type to LABELS.

4. From the **File** menu, select **Print**.

5. Select this printer as the printer to be used and click **Properties**.

6. Click the Media Type drop down box and click on labels.

7. Click the Paper Size drop down.

8. From **Paper Size** select the size of the original document.

9. Click **OK**.

10. Click **Print** in the Print dialog box to start printing.

PRINTING ON CUSTOM SIZE PAPER

This section explains how to print on custom size paper. You can print custom size paper from Trays 1-5. Tray 6 (HCF) can only print standard paper.

The paper sizes that can be set on this printer are as follows:

	INPUT TRAY		OUTPUT TRAY		
	TRAY 5	TRAYS 1-4	STANDARD	STACKER UPPER	STACKER LOWER
WIDTH	89 - 297mm (3.5 - 11.70 in)	140 - 297mm (5.5 - 11.70in)	89 - 297mm (3.5 - 11.70in)	203 - 297mm (7.9 - 11.70in)	203 - 297mm (7.9 - 11.70in)
HEIGHT	98 - 432mm (3.87 - 17in)	182 - 297mm (7.16 - 11.70in)	98 - 432mm (3.87- 17.0 in)	182 - 432mm (7.16 - 17.0 in)	182 - 432mm (7.16 - 17.0 in)

LOADING AND PRINTING ON CUSTOM SIZE PAPER

CAUTION!

When setting the paper size on the printer driver and the control panel, specify the size of the actual paper used. Setting the wrong size for printing will cause jam detection. This is especially true if you configure a bigger size when using a narrow width paper.

1. From the **File** menu, click **Print**.
2. Select **Properties** then select the **Setup** tab.
3. Select Option as needed: Source, Media Type, etc.
4. You may select a previously stored custom size from the list or you may add an additional custom size.
5. To add a new custom size:
   (a) Select paper feed options.
   (b) Select Custom Size.
   (c) In the Name Field, Type a name for your custom size.
   (d) Click on the Unit of measure radio button for the units you would like to use (mm for millimetres or inch for inches.)
   (e) In the Width field, enter the width of the custom size paper.
   (f) In the Length field, enter the length of the custom size paper.
   (g) Click add to store the new custom size.
   (h) Click OK to close the Dialog Box.

NOTE

> *You may use the Modify selection to change a previously stored custom size.*

> *You may use the Delete selection to delete a previously stored custom size.*

PRINTING ON CUSTOM SIZE PAPER

The procedure to print on custom size paper is as follows.

NOTE
The way to display the printer properties dialog box differs according to the application software. Refer to the manual of your respective application software.

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1. From the **File** menu, select **Print**.
2. Select this printer as the printer to be used and click **Preferences**.
3. Click the **Setup** tab.
4. Select the appropriate tray from **Source**.
5. From **Paper Size**, select the size of the original document.
6. From **Media Types**, select the registered custom size, and then click **OK**.
7. Click **Print** in the **Print** dialog box to start printing.

ADVANCED PRINTING FEATURES

Detailed instructions on how to use the advanced printing features are contained in the Reference Guide.

NOTE
- *Use of some of these features requires the optional hard disk or compact flash to be installed in the printer.*
- *The hard disk may be damaged and erase important data saved in the hard disk. We recommend you back up your data*

COVER PAGES

Cover page is when the first page (cover) of a print job is fed from one paper tray, and the remaining pages of the print job are fed from another paper tray.

SEPARATOR PAGE

When you share a printer with other users it can be useful to print a special page between print jobs to help locate each user's job in a paper stack at the printer. You can enable separator pages via the control panel's PAPER menu.

MULTIPLE PAGES ON ONE SHEET (N-UP)

This feature scales the page size of your document for printing and reproduces several pages per sheet.

This is useful when you simply want to proof your page layout, or distribute your document in a more compact format. It saves paper, bulk, weight and cost.

IMAGE OPTIONS

You can use the Graphics option to improve the clarity of the print job by adjusting the Brightness and Contrast and Quality settings.

AUTOMATICALLY RESIZE PAPER

The printer can automatically select from the paper, which is closest to the paper requested for the print job. The printer will then scale the job to fit the available paper.It includes scaling A4 to letter and letter to A4; and A3 to Tabloid and Tabloid to A3. You can enable this at the control panel's Paper menu.

WATERMARKS

A watermark is typically faint text that is superimposed on a printed document. This can used to indicate that the document is "Draft", or perhaps "Confidential".

POSTER PRINT

This option allows you to print posters by dividing a single document page into multiple pieces (sometimes called "tiles"). Each piece prints, enlarged, on a separate sheet. Then, you combine the separate sheets to create a poster.

FIT TO PAGE

Scale to Page allows you to print data formatted for one size page onto a different size page, without modifying the print data.

BOOKLETS

Booklet printing allows printing of multipage documents with their pages ordered and arranged so that final printed output can be folded into a booklet. Typically, A4 (or A3) pages would be reduced to A5 (or A4) and printed side by side on both sides of A4 (or A3) paper, so that the paper can be folded into a booklet.

SECURE PRINT- PRINT CONFIDENTIAL DOCUMENT

Secure Print is a feature that allows you to attach a PIN to a print job on the computer, send it to the printer for temporary storage, and then print the job from the printer control panel. When the printing of a Secure Print job is complete, the job is automatically deleted.

STORED JOB

A stored job is the same as a secure print job except that it is not deleted from the storage device after it is printed unless you specifically ask for this at the printer control panel. By storing frequently-used data in the printer, you can print the job from the printer control panel, without sending it from the computer again and again.

PROOFPRINT - PRINT AFTER CHECKING PRINTING RESULT

You can select this option when the optional hard disk or compact flash has been installed. Proof Print is a feature that allows you to store the print data of multiple copies in the hard disk or compact flash, print out only the first set to check the print result and if satisfactory, print the remaining copies from the control panel. You can select these jobs for printing by entering a PIN at the control panel.

PRINT AT A SPECIFIED TIME - TIMED JOB

You can select this option when the optional hard disk or compact flash has been installed. The delayed print feature allows you to store the data in the printer beforehand and then print it out automatically at the specified time.

DIRECT PRINTING OF PDF FILES

The printer's PDF Direct feature allows you to send a Version 1.3 PDF file directly to the printer without the use of Adobe Acrobat on the host computer. You can send a PDF file directly to the printer for printing without using the printer driver. As the print data is sent directly to the printer, the printing process is simpler than printing with the printer driver and it is done at a faster speed.

EFORMS

eForms is a firmware based feature, which allows you to store a print job upto 20 pages long. The job is stores as a compressed raster image in a permanent storage. eForms enables the stored print job to be electronically merged with subsequent print jobs. You can enable this feature on your Printer Properties.

OVERLAYS

The Overlay function allows you to print overlays. Using the Overlay window, you can create, delete and edit behaviour of overlays.An overlay is a portion of the document that is added to each page of a print job such as a letterhead or standard form. You must create overlays using the application of your choice. Options are available for you to define if an Overlay should be printed for:

- All Pages
- First Page Only
- All But First Page

JOB ACCOUNTING

Job Accounting stores information about each print job received by the printer.You can set this feature using your Printer Properties, at the control panel or Embedded Web Server (EWS).

SENDING FILES

Accessed via the Send File menu in the EWS. You can use this option to select a file from the client computer or any file servers attached to the client computer and send it to the printer. Select the file by typing the file name or by browsing to locate the file. Click the Send button to send it to the printer.

E-MAIL NOTIFICATIONS

You can choose to be notified by e-mail when your job has been successfully printed.You can enable this feature using the Printer Properties or EWS. Using the EWS, you must have enabled e-mail send and set the e-mail server address for this feature to work.

BARCODE PRINTING

This printer uses standard PCL font selection commands to enable printing of algorithm generated bar codes.

Benefits:

- Any size barcode generation
- Automatically generates checksums
- Automatically adds stop and start characters

Intelligent barcoding

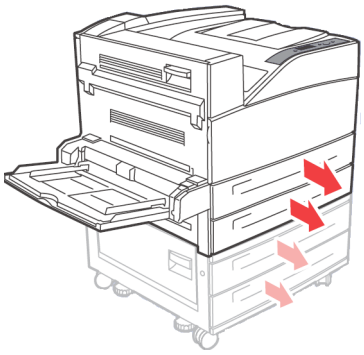
Unlike some barcode solutions, which merely add fonts to a PC or printer, this printer actually extends the PCL5 language. Barcode formatting, error detection and checksum calculation are performed by the printer, reducing the load on the host and the network. Barcodes can be printed in almost any size or rotation, bar width and height. Caption text can be embedded in the bars or printed above or below the bars in a variety of fonts and sizes.

See the Reference Guide for detailed use information.

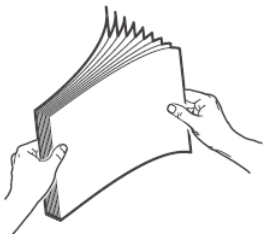
LOADING PAPER

LOADING TRAYS 1-4

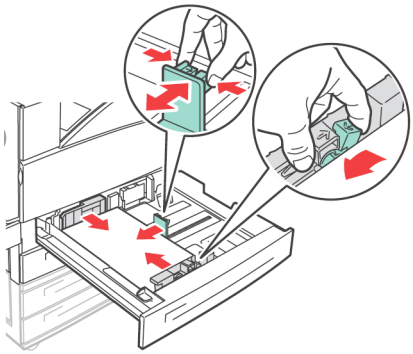
1. Open the paper tray.



2. Fan the paper to ensure that all sheets are separated.



3. Insert the paper into the tray. Adjust the paper guides to the size.



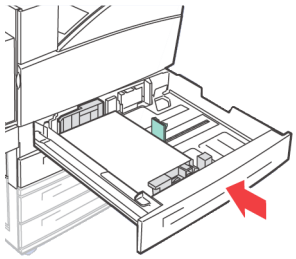
CAUTION!

Do not place paper over the right width guide.

Do not load paper exceeding the maximum fill line or the maximum capacity allowed.

Align the right width guide with the paper width correctly. If the right width guide is not in place, the paper will not be properly fed and this may cause paper jams.

4. Push the tray completely into the printer.



5. Configure the paper size when custom size paper is loaded.

LOADING MPF (TRAY 5)

The Multiple Paper Feed (MPF) tray can be used for both manual and automatic feeds. Labels on the tray indicate the long-edge and short- edge orientation of the paper.

NOTE
Depending on the types and sizes of the loaded paper, you need to configure settings on the control panel. Change the paper type when non-plain paper such as recycled paper, heavyweight paper or transparencies are loaded. Configure the paper size when custom size paper is loaded.

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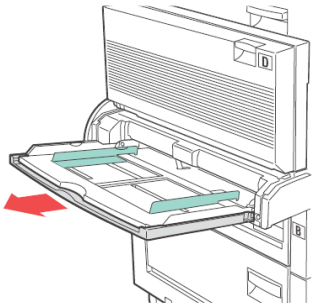
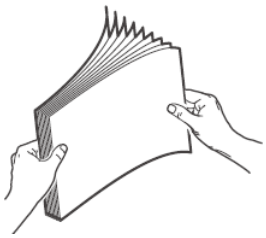
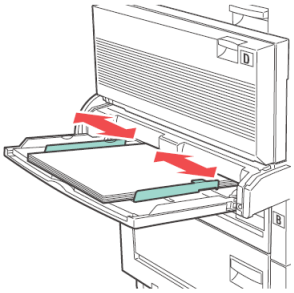
1. Lower the MPF Tray.



2. Fan the paper to ensure that all sheets are separated.

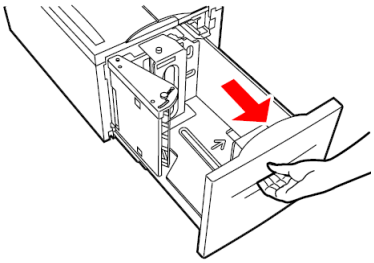


3. Insert the paper into the tray, and if required, adjust the paper guides to the size of the paper.

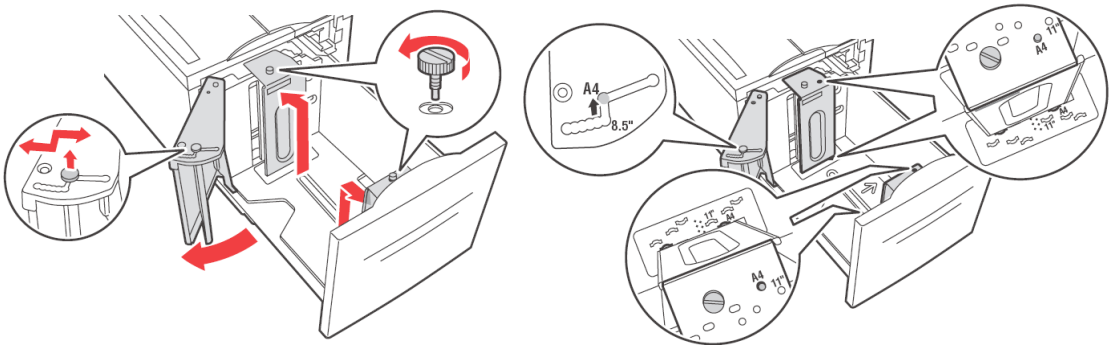


LOADING HIGH CAPACITY FEEDER (TRAY 6) AND TWO TANDEM TRAY (TTM)

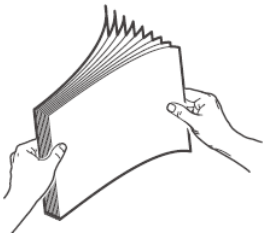
1. Pull out the tray.



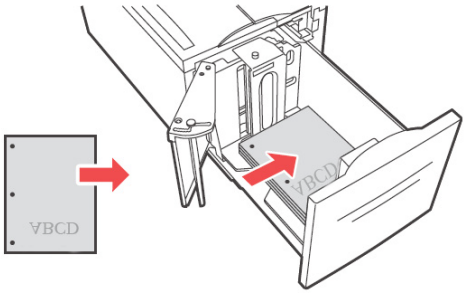
2. Adjust the length and width guides to the size of the paper.



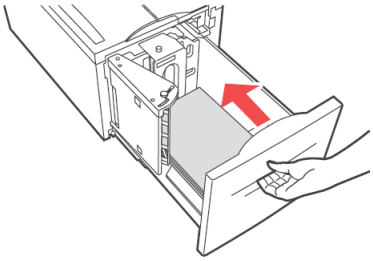
3. Fan the paper to ensure that all sheets are separated.



4. Insert the paper into the tray.



5. Push the tray completely into the printer.



TRAY SETTINGS

You can configure a variety of settings for your input trays and output bins. The default settings for the source input tray and output bin are configured through the control panel's PAPER MENU, DEFAULT SOURCE and OUTPUT TRAY selections.

SOURCE

You can select the input tray from which the paper is to be used for the print job. Select the desired paper source through the **Source** drop down from printer properties or also enable it at the control panel or use the EWS.

NOTE
If there are no paper trays that match the automatic tray selection, an error message prompting for replenishment of paper will be displayed on the control panel.

OUTPUT DESTINATION

You can choose the output bin for your print job to be placed, if the finisher or stacker is installed. Select the destination through the **Destination** drop down from printer properties or enable it at the control panel or use the EWS.

INPUT TRAY LINKING

When a chosen input tray is out of paper, auto tray changing enables the printer to switch to another available tray that contains the same size and paper type.

OUTPUT BIN LINKING

When the output bin reaches its full capacity, the tray's full sensors are activated and an error message is displayed on the control panel. If the finisher or stacker is installed, you can select output bin linking to have the remaining pages sent to an open bin. This option is turned on by default. You can set this option at the control panel.

MANUAL FEED

The MPF (tray 5) can be used for manual feed. You must change the settings to Manual Feed on your printer properties. Tray 5 MPF normally operates in multi-purpose mode, where multiple sheets can be loaded and printed continuously. When in manual mode, you are prompted to press the start key for each sheet to be printed.

MEDIA CHECK

When Media check is enabled (default), the printer first checks the default input source to see if it has media loaded that matches both the driver requested media type and paper size. If the default input tray does not contain the requested media, the printer searches the other input trays to find one that has media matching the requirements. If none is found, the printer stops and asks you to load the requested media in the default input tray. You can acknowledge this by pressing **On-line** whether the correct media is in place or not. Or you can put the correct media in a tray and then use the control panel to set the media type for that tray. If it is Tray MPF or the size is not auto detectable, you can also set the paper size. Otherwise, the printer can auto detect the paper size.

When media check is disabled, the default paper tray will be used to print the document. The size or type of media in the tray is not a factor in paper tray selection.

The most convenient way to enable this feature is by using your Printer Properties. You may also enable it at the control panel or use the EWS.

JOB OFFSET

The Stacker Main and Standard Top Bin can place sheets in alternate positions to separate one print job from another. This is called Job Offsetting. When selected, the output position changes after the final sheet of a print job is printed. Select Job Offset through your printer properties or enable it at the control panel or use the EWS.

DRIVER SETTINGS

When you create groups of settings in your printer properties, you can save those settings under a name defined by you. You can then use the same settings under the defined name for other print jobs and save time and effort.

Detailed instructions on how to set these options are contained in the Reference Guide.

HOLE PUNCHER

The optional finisher contains a 2-4 Hole Puncher. When installed, it must be enabled to punch holes. When the printer detects that the punch waste box is full, a warning appears on the control panel. Printing will continue, but the punching will stop.

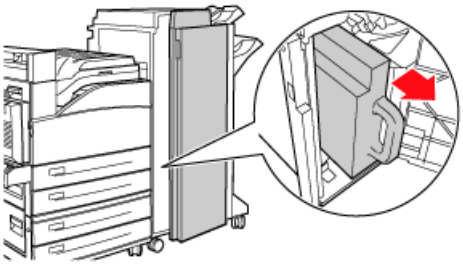
To turn on hole punching on your Printer Properties:

1. Select the **Paper Feed** button in the Setup tab within your Printer Properties. The Paper Feed option is displayed.
2. Select the Hole Punch type from the **Hole Punch** drop down.
3. Click **OK**.

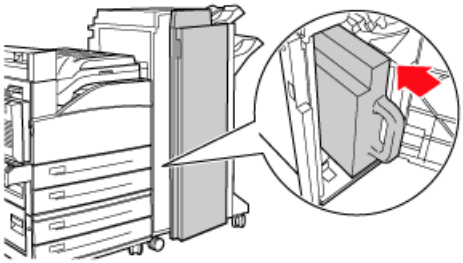
EMPTYING THE PUNCH WASTE BOX

To empty the punch waste basket:

1. Open door G.
   For description of door locations, see "Jam area locations" on page 36.
2. Remove the Punch Waste Box and empty the contents.



3. Place the Punch Waste Box back into the finisher.



4. Close door G.

STAPLER

There are several stapling options available. You can decide to staple at different locations depending on whether one or two staples used. You can choose to staple for Potrait and Landscape orientation from the following options:

- Upper-left
- Bottom-left
- Dual

To turn on stapling on your Printer Properties:

1. Select the **Paper Feed** button in the Setup tab within your Printer Properties. The Paper Feed option is displayed.
2. Select the desired stapling type from the **Staple** drop down.
3. Click **OK**.

ADDING STAPLES

1. Open door G.

NOTE
See instructions on the side of door G.

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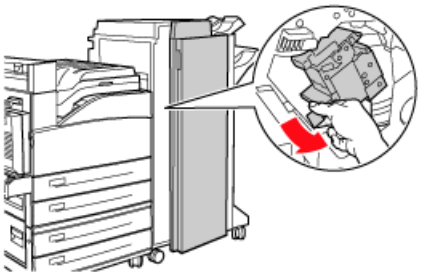
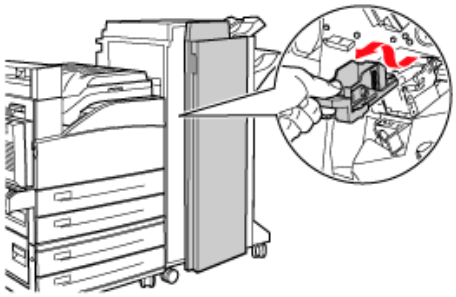
2. Slide the stapler towards you, then to the right.

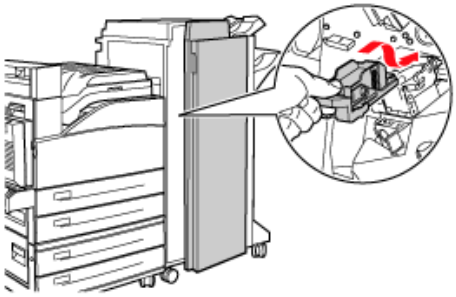


3. Remove the staple unit by lifting it up and out.



4. Remove the depleted staple cartridge, if it is present.
5. Insert a new staple cartridge.

6. Insert the staple unit into the Finisher.



7. Close door G.

INSTALLING ACCESSORIES

For detailed information on installing optional accessories, hard disk, memory option and compact flash, refer to the “Installing Accessories” section in the Reference Guide.

TROUBLESHOOTING

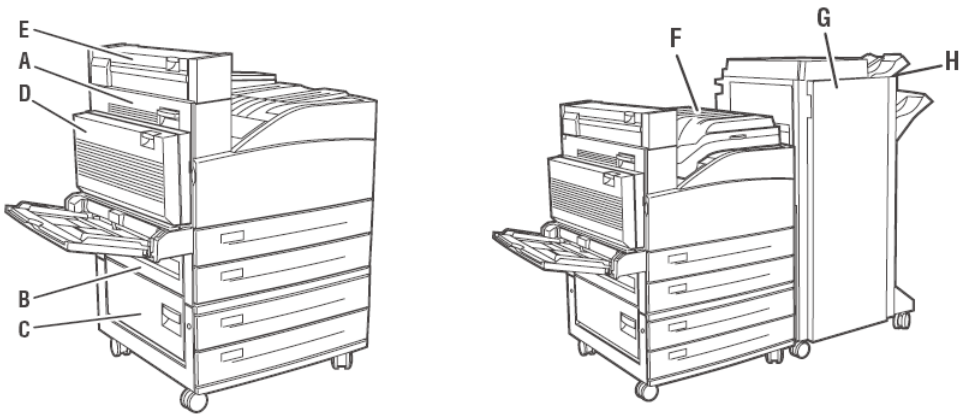
WHEN PAPER JAMS

CAUTION!

When removing jammed paper, make sure that no pieces of torn paper are left in the machine. If a sheet of paper is wrapped around the heat roller, or when clearing a jammed paper that is difficult or impossible to see, do not try to remove it by yourself. Doing so can cause injuries or burns. Switch off the machine immediately, and contact your dealer or service.

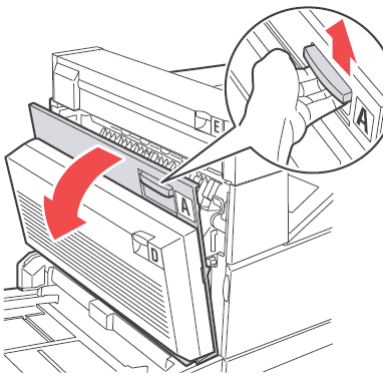
Following the messages on the control panel, open the cover and remove the jammed paper. If paper is torn, check for any remaining torn pieces of paper.

JAM AREA LOCATIONS

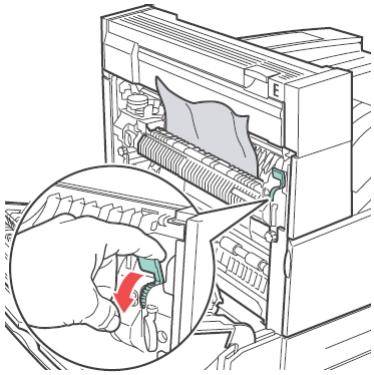


INSIDE COVER A

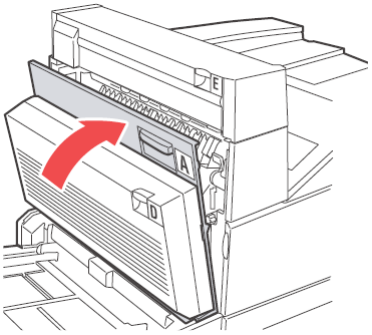
1. Open cover A.



2. Remove any jammed paper. If required, press the green lever to move the paper to make it easier to remove. Ensure that all paper fragments are removed.

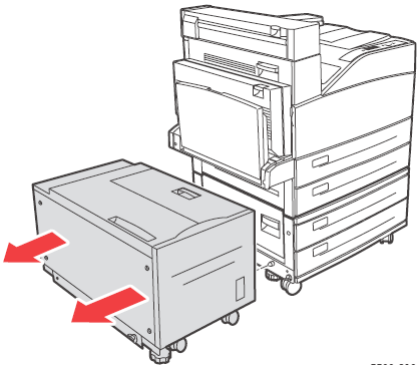


3. Close cover A.

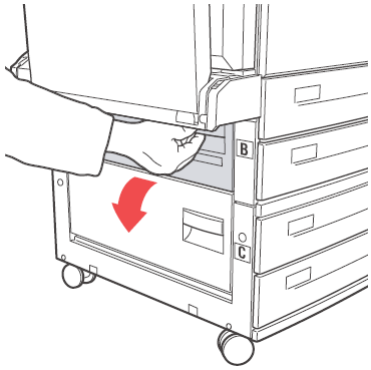


INSIDE COVER B

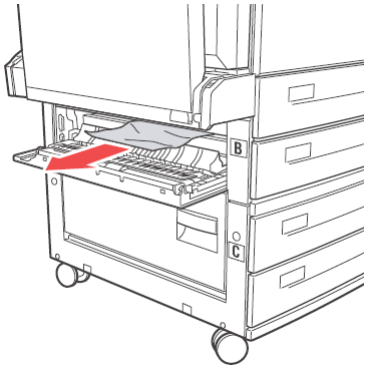
1. Remove the High Capacity Feeder (tray 6), if installed to the printer by sliding it away from the printer.



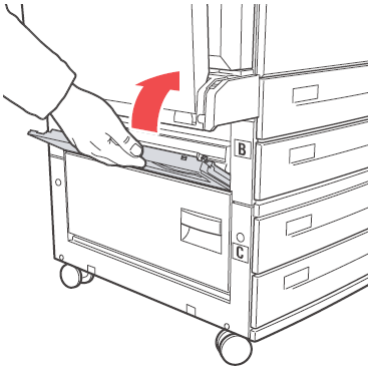
2. Open cover B.



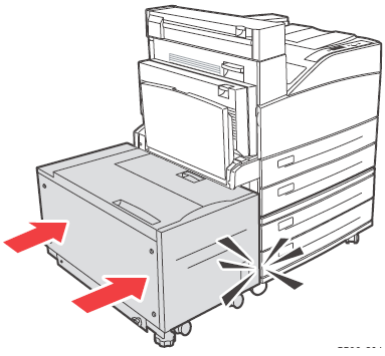
3. Remove the jammed paper and ensure that all paper fragments are removed.



4. Close cover B.

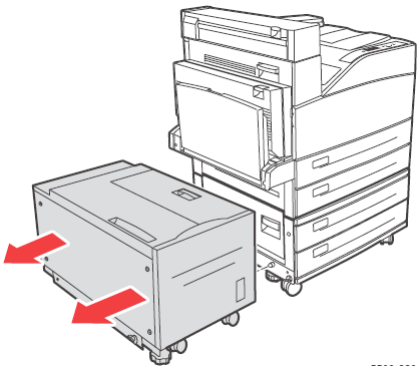


5. Slide back the High Capacity Feeder (tray 6) firmly against the printer.

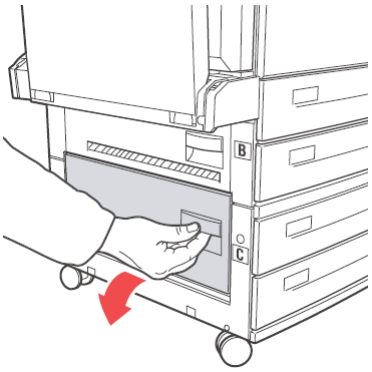


INSIDE COVER C

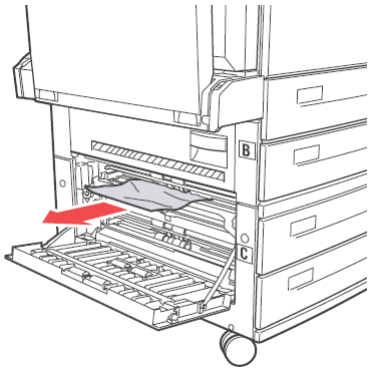
1. Remove the High Capacity Feeder (tray 6), if installed to the printer by sliding it away from the printer.



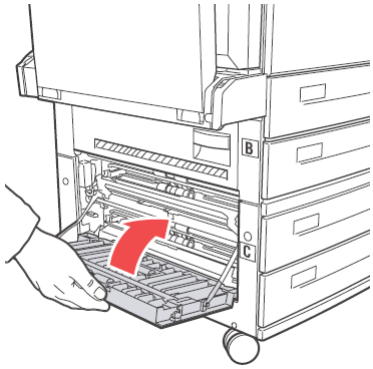
2. Open cover C.



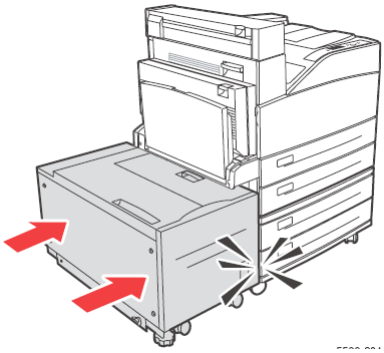
3. Remove the jammed paper and ensure that all paper fragments are removed.



4. Close cover C.

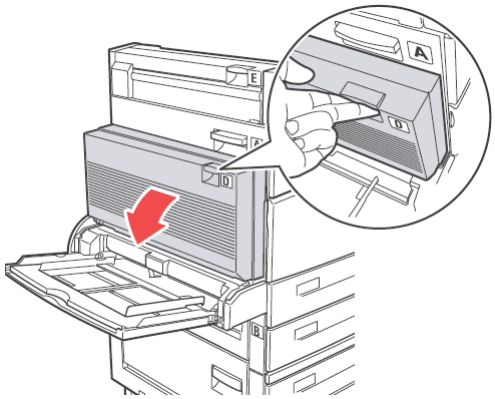


5. Slide back the High Capacity Feeder (tray 6) firmly against the printer.



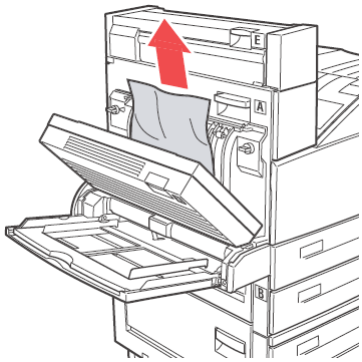
INSIDE COVER D (DUPLEX UNIT)

1. Open cover D.



2. Remove the jammed paper and ensure that all paper fragments are removed.

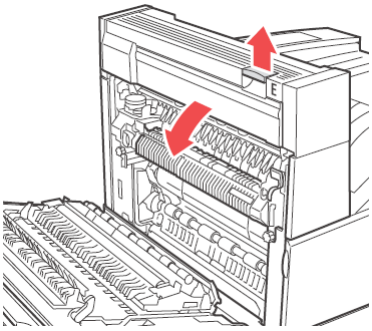
3. If the paper is trapped in the fuser, press lever A1 to release the paper. This will prevent any damage to the fuser.



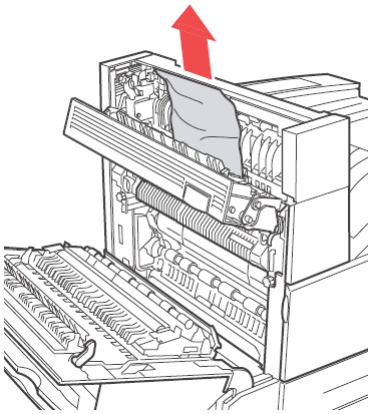
4. Close cover D.

INSIDE COVER E

1. Open cover A.
2. Open cover E.



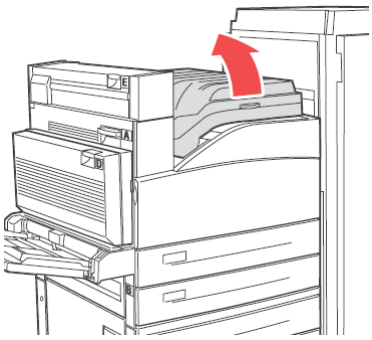
3. Remove the jammed paper and ensure that all paper fragments are removed.



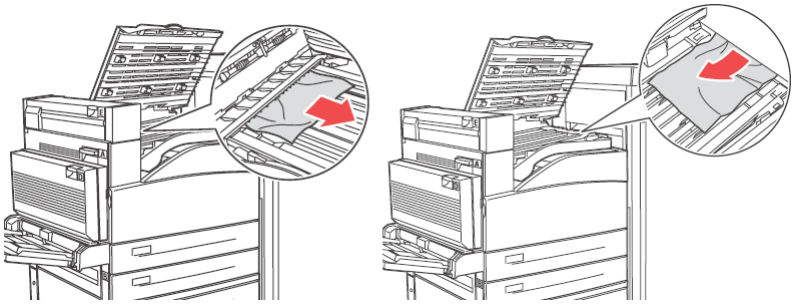
4. Close cover E.
5. Close cover A.

INSIDE COVER F

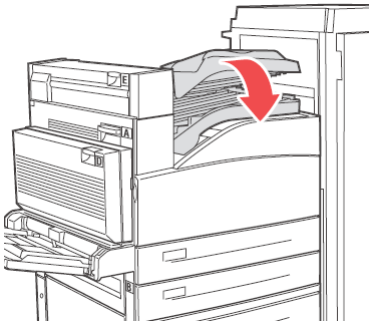
1. Open cover F.



2. Remove the jammed paper and ensure that all paper fragments are removed.

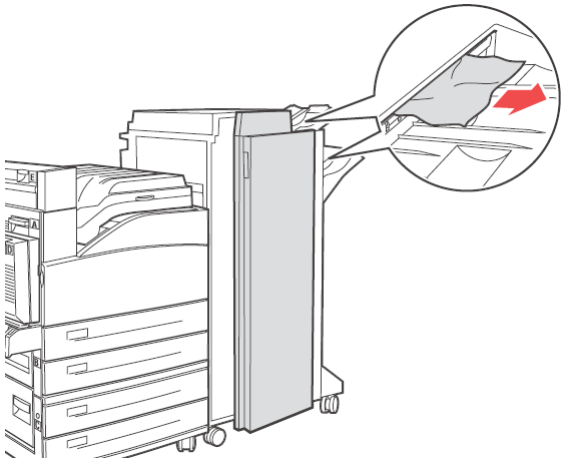


3. Close cover F.

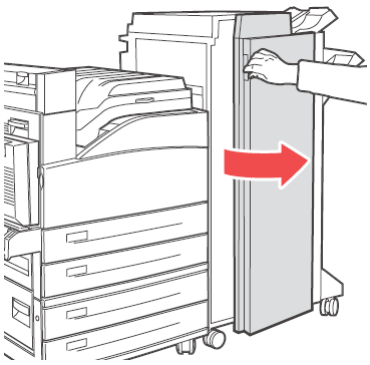


INSIDE COVER G

1. Pull out, if visible the jammed paper out of the upper stacker tray.



2. Open cover G.



3. Follow the instructions on the control panel. Accordingly, open handle 2a, handle 2b or handle 3 as shown in the instruction labels on the inside of cover G.

NOTE
if the stapler is in the way, slide the stapler towards you and then to the right.

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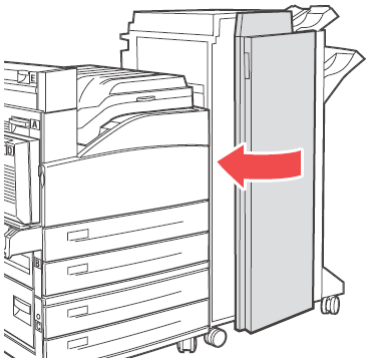
4. If you opened handle 2a or 2b, then rotate knob 2c counter clockwise, as needed to move the paper to remove it easily.

5. Remove the jammed paper and ensure that all paper fragments are removed.

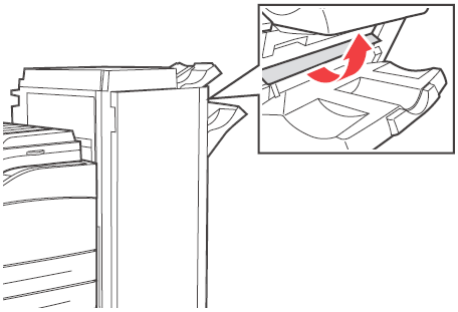
6. Close the handles you opened in step 3.

7. Close cover G.

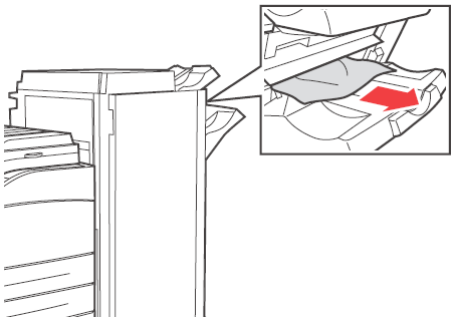


INSIDE COVER H

1. Lift cover H.



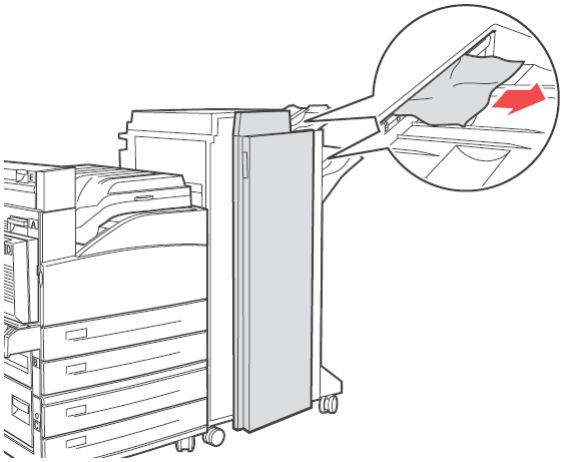
2. Remove the jammed paper and ensure that all paper fragments are removed.



3. Close cover H.

JAM AT THE STACKER UPPER TRAY

1. Remove the jammed paper from the Stacker Upper tray.

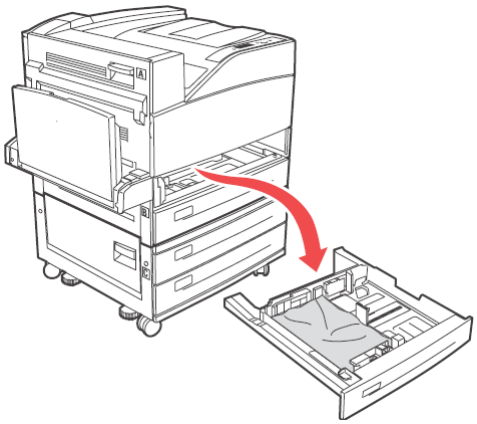


2. Open and close cover G.

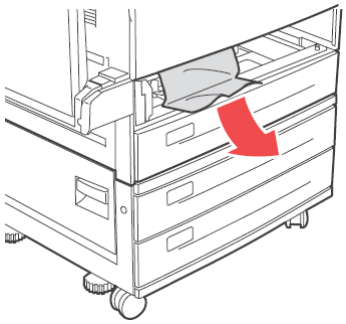
PAPER JAMS IN TRAYS 1-4

To remove paper jam in Trays 1,2,3 and 4, do the following:

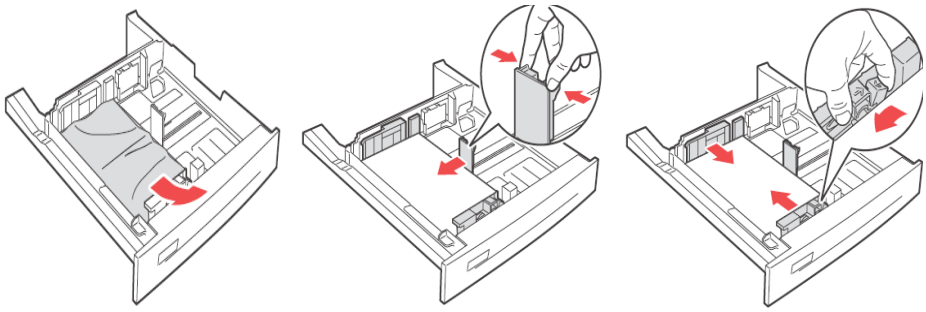
1. Pull out the tray in which the paper jam is indicated in the Control Panel.



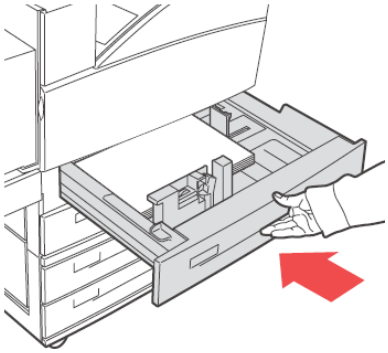
2. Remove the jammed paper and ensure that all paper fragments are removed.



3. Remove any crumpled or damaged paper and adjust the length and width guides properly to align to the paper.



4. Push the tray completely into the printer.



NOTE
Check if the paper size set on the paper tray matches the size displayed on the Control Panel. If they match, press the ***Select*** *button. If the paper size does not match, then change it in the control panel to match.*

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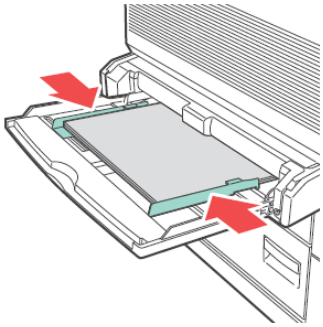
5. Open cover A and remove any jammed paper. See "Inside cover A" on page 36.
6. Close cover A.

For Paper Jam in trays 3 and 4 TTM, refer to "Paper jam in high capacity feeder (tray 6)/ two tandem trays" on page 47

PAPER JAM IN MULTI PURPOSE FEEDER (TRAY 5)

To clear paper jam in Multi Purpose Feeder (MPF) tray, do the following:

1. Verify if the width guides are aligned with the paper.



NOTE
*Check if the paper size set on the paper tray matches the size displayed on the Control Panel. If they match, press the **Select** button. If the paper size does not match, then change it in the control panel to match.*

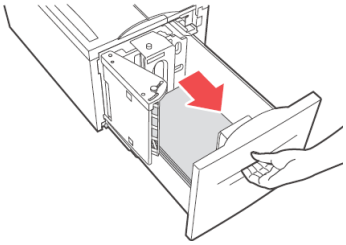
---

2. Open cover A and remove any jammed paper. If required, press the green lever to move the paper to make it easier to remove. Ensure that all paper fragments are removed.

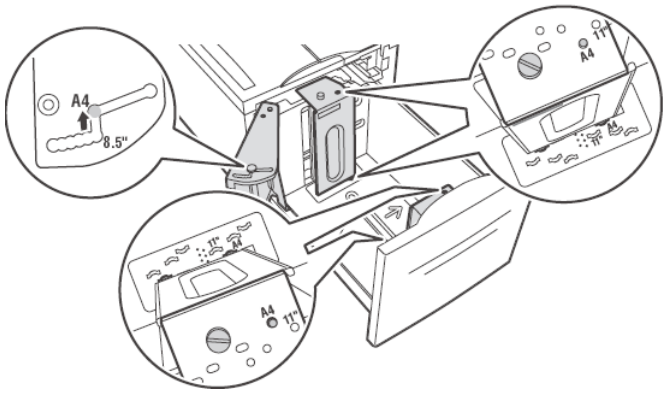
3. Close cover A.

PAPER JAM IN HIGH CAPACITY FEEDER (TRAY 6)/ TWO TANDEM TRAYS

1. Pull out the High Capacity Feeder (tray 6) or trays 3 and 4 (TTM).



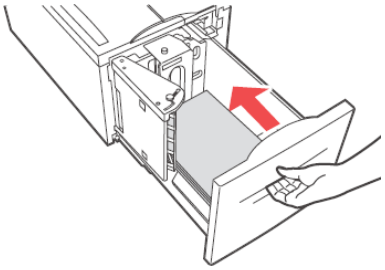
2. Verify if the length and width guides are set correctly.



NOTE

- *Check if the paper size set on the paper tray matches the size displayed on the Control Panel. If they match, press the Select button. If the paper size does not match, then change it in the control panel to match.*
- *You must change the length and width guides to suit the paper you have loaded.*

3. Push the tray completely into the printer.



4. Open cover A and remove any jammed paper. See "Inside cover A" on page 36.
5. Close cover A.

WHEN PROBLEMS OCCUR

Before treating the problem as a machine breakdown, refer to the following table and check the printer condition again.

WARNING!

- **Never open or remove machine covers that are secured with screws unless specifically instructed in the user guide. A high voltage component can cause electric shock.**
- **Do not try to alter the machine configuration, or modify any parts. An unauthorized modification can cause smoke or fire.**

NOTE

- *Information on incorrect print processing will be stored in the* **Error Log**. *When no print processing is carried out, print the* **Error Log** *and check the print status. Print data that cannot be correctly processed may be discarded.*
- *Limitations of the printer and incorrect settings at the printer, computer and server corresponding to your network environment may also result in printing problems.*

SYMPTOM	REASON/ACTION
No power.	Is the power of the printer switched off? Push the power switch to the <|> position to switch on the power.
	Is the power cord disconnected or not securely connected? Switch off the power of the printer and connect the power cord to the power outlet again. Then, switch on the power to the printer.
	Is the power cord connected to a power outlet with the correct voltage? Connect the printer exclusively to a power outlet with a suitable voltage and current rating.
Frequent power interruption.	The printer may have malfunctioned. Switch off the power to the printer, remove the plug from the power outlet and contact technical support.
	Is the power cord disconnected or not securely connected? Switch off the power of the printer and connect the power cord to the power outlet again. Then, switch on the power to the printer.
Cannot print.	Is the light of the <READY> indicator off? If so, the printer is off-line or in menu setting mode. Press the <ON LINE> button to return the printer to its on-line status.
	Is there a message displayed on the control panel or computer? Follow the message to rectify the problem. A list of messages is given in the Reference Guide.
	If the printer has insufficient memory, use one of the following methods to rectify the problem. When the printer driver is set to **1200dpi** on the **Graphics** tab, set it to **600dpi**. Install the additional memory (optional) to increase the memory. Reduce the complexity of the print job. See **Print Mode** / **Page Print Mode** in the Online Help for the printer driver.
Print job sent but the light of the <READY> indicator is not blinking or on.	Is the interface cable disconnected? Switch off the power and check the connection of the interface cable.
	Is the interface configured? Check the port status of the interface.
	Is the computer environment correctly set up? Check the computer environment, such as the printer driver.
Light of <ATTENTION> indicator is on.	Is there an error message displayed on the control panel? Check the displayed message and rectify the error. A list of messages is given in the Reference Guide.
Light of <ATTENTION> indicator is blinking.	An error that you cannot rectify yourself has occurred. Record the displayed error message or error code, switch off the power, pull out the power plug from the outlet, and then contact service.
Although no print job is sent, the message "Printing" is displayed on the control panel (when using the parallel interface).	Did you switch on the power of the computer after switching on the power to the printer? Pressing the <Cancel> button cancels the printing. Check that you switch on the power of the computer when switching on the power to the printer.
Poor print quality.	There may be a problem with the image. Refer to the section after this, "When the Print Quality is Poor" to rectify the problem. See "When the print quality is poor" on page 52.

SYMPTOM	REASON/ACTION
The correct characters are not printed (printing garbage).	The printer is printing with non-standard built-in fonts. Check the fonts used in the application. Download the necessary fonts when using PostScript.
The printout is different from what is displayed on the screen.	Did you change the TrueType font settings to printer fonts? Change to TrueType font printing for **Font Substitution** on the **Setup** tab of the printer driver. Online Help for the printer driver
The light of the <READY> indicator is on and blinking but there is no print output.	There are jobs remaining in the printer. Cancel printing or force the remaining data to be printed. To forcibly print the job, press the <ON LINE> button to set the printer in off-line mode, then press the <FEED/SELECT> button. After the job has been printed, press the <ON LINE> button again to return the printer to online mode. When a parallel/USB port is used, data may be transmitted in the middle of a job depending on when the <ON LINE> button is pressed. In this case, subsequent print data received after the <FEED/SELECT> button is pressed, will be recognized as a new job. The data will be printed after the off-line mode has been cancelled. Furthermore, it may not be printed properly. Cancelling printing: “Cancelling/checking printing” on page 15
Printing is very slow.	The receive buffer is insufficient. When printing documents of high resolution, reduce the memory capacity of items not in use. It is recommended to disable ports not in use, and channel the memory to other purposes.
	Is the printer driver set to **1200dpi** on the **Graphics** tab? Changing the setting to **600dpi** will shorten the print time. For guidance refer to the online help in the printer driver.
	Printing with TrueType fonts may take up printing time. Change the printing method for TrueType fonts in **Specify Font** on the D**etailed Settings** tab of the printer driver. For guidance refer to the online help in the printer driver.
Top section of printed document is missing. Text is reduced.	Are the paper tray guides set in the correct positions? Set the length guide and the right width guide in the correct positions. See “Loading paper” on page 28.

SYMPTOM	REASON/ACTION
Paper cannot be fed. Paper jam. Multiple papers are fed. Papers are fed at an angle. Paper is wrinkled.	Is the paper correctly set? Load the paper correctly. For labels, transparencies, postcards or envelopes, fan them well first to allow air to enter between each sheet before loading. Load special media in the appropriate trays. See "Setting media types" on page 18.
	Is the paper damp? Replace with paper from a new ream.
	Is the correct type of paper used? Load the correct type of paper. See "Usable Paper" in the Reference Guide.
	Is the paper tray set correctly? Push the paper tray completely into the printer.
	Is the printer placed on a flat location? Place the printer on a flat stable surface.
	Are the paper tray guides set in the correct positions? Set the length guide and width guide in the correct positions. See "Loading paper" on page 28.
	Have you printed any picture postcards? Clean the feed roll.
	Papers are fed in more than 1 sheet at a time. Fan the paper to be loaded and load again. Replenish paper only when the paper tray is empty.
	The fuser may be at the end of its life. Replace the fuser (in the maintenance kit). See "Replacing the fuser unit" on page 60.
Envelope is wrinkled.	Envelopes can get wrinkled depending on the type used. Open the MPF (tray 5) of this printer and adjust the length and width guides to fit the envelope type correctly. See "Loading and printing on envelopes" on page 19. The wrinkles can be reduced.
Strange noise.	Is the printer placed on a flat location? Place the printer on a stable surface.
	Is the paper tray set correctly? Push the paper tray completely into the printer.
	Are there foreign objects inside the printer? Switch off the power and remove any foreign objects inside the printer. If the object cannot be removed unless the printer is disassembled, contact service.

WHEN THE PRINT QUALITY IS POOR

When the print quality is poor, select the closest symptom from the following table to rectify the problem.

If the print quality does not improve after carrying out the appropriate action, contact service.

SYMPTOM	REASON/ACTION
Printing is light. (faded, blurred).	The paper is damp. Replace with paper from a new ream.
	The drum unit/toner cartridge is defective/damaged or there is no more toner inside the cartridge. Replace with a new drum unit/toner cartridge. See "Drum unit and toner cartridge" on page 55.
	The Toner Saving feature is on. Uncheck the **Toner Saving** checkbox on the **Graphics** tab of the printer driver. Online Help for the printer driver
	You may be using Draft mode. Turn off the Draft mode.
Black spots or horizontal/vertical streaks are printed. Dirt appears at equal intervals.	The drum unit/toner cartridge is defective or damaged or at the end of its life. Replace with a new drum unit/toner cartridge. See "Drum unit and toner cartridge" on page 55.
	The fuser may be defective. Replace the fuser (in the maintenance kit).
	The transfer roller may be defective. Replace the transfer roller (in the maintenance kit). See "Replacing the transfer roll cartridge" on page 61.
	The feed route of the paper is stained. Print a few pages to remove the stains.
White dots appear in black filled areas.	The paper used is not suitable. Load the correct type of paper. See "Usable Paper" in the Reference Guide.
	The drum/toner cartridge is defective or damaged or at the end of its life. Replace with a new drum/toner cartridge. See "Drum unit and toner cartridge" on page 55.
Printed image smudges when rubbed with your finger. The toner is not fixed on the paper. Paper is smeared with toner.	The paper loaded in the paper tray does not match the paper type set on the control panel. Set the appropriate paper type of the paper loaded in the paper tray on the control panel. See "Usable Paper" and "Setting Media Types" in the Reference Guide.
	The paper is damp. Replace with paper from a new ream. See "Loading paper" on page 28.
	The paper used is not suitable. Load the correct type of paper. See "Usable Paper" in the Reference guide.
	The printer may be located in an environment with extreme temperature or humidity. Verify if the printer is located in an environment with temperature between 5o and 32o C (41o and 89o F), and the relative humidity between 15% and 85%. Move the printer to a suitable area, away from air conditioning vents, open loading docks etc.
	The fuser may be defective. Replace the fuser (in the maintenance kit, see "Maintenance kit" on page 61).

SYMPTOM	REASON/ACTION
The whole piece of paper is printed black.	The drum/toner cartridge is defective or damaged. Replace with a new drum/toner cartridge. See "Drum unit and toner cartridge" on page 55.
	This may be due to breakdown of high voltage power. Contact service.
	Printable data from computer may be corrupted. Print a menu map. If the menu map prints correctly, check the interface cable between the computer and the printer, and the application software. If connections appear normal, contact service.
Nothing is printed.	Multiple sheets of paper are fed simultaneously. Fan the paper well and reload.
	The drum unit/toner cartridge is defective/damaged or there is no more toner inside the cartridge. Replace with a new drum unit/toner cartridge. See "Drum unit and toner cartridge" on page 55.
	If a new drum unit is installed, the yellow sealing tape is still on the unit. Remove the tape.
	Printable data may have not been received from the computer. Print a menu map, see "Printing a menu map" on page 17. If the menu map prints correctly, check the interface cable between the computer and the printer, and the application software. If the menu map is blank, replace the drum unit and then reprint the menu map. If the menu map still is blank, contact service.
Spots of missing text.	This may be due to breakdown of high voltage power. Contact service.
	The paper is damp or in poor condition. Replace with paper from a new ream.
	The paper used is not suitable. Load the correct type of paper. See "Usable Paper" in the Reference Guide.
	The drum unit may be defective or at the end of its life. Replace the drum unit.
Text is blurred.	The paper used is not suitable. Load the correct type of paper. See "Usable Paper" in the Reference Guide.
	The paper is damp or in poor condition. Replace with paper from a new ream.
	The drum unit may be defective or at the end of its life. Replace the drum unit.
Missing characters or horizontal line deletions throughout the length of the paper. Vertical line deletions that form narrow lines.	The drum unit /toner cartridge is defective/damaged or there is no more toner inside the cartridge. Replace with a new drum unit/toner cartridge.
	The transfer roller may be defective. Replace the transfer roller (in the maintenance kit).
	The paper may be defective with creases, folds etc. Replace with paper from a new ream.
Text or images are printed at an angle.	The paper tray guides are not set in the correct positions. Set the length guide and the right width guide in the correct positions. See "Loading paper" on page 28.

SYMPTOM	REASON/ACTION
Transparencies, postcards and envelopes are not printed clearly.	The type of transparency, postcard or envelope loaded cannot be used in this printer. Load the correct type of transparency, postcard or envelope. See "Usable Paper" in the Reference Guide.
	Check that the paper type on the printer driver or the control panel is correctly set. See "Special Media Types" in the Reference Guide.
	The Draft Mode feature is turned on and the resolution is set at a low level on the printer driver. Change the settings on the **Detailed Settings** or **Graphics** tab of the printer driver.

NETWORK RELATED TROUBLES

USING TCP/IP

When a problem occurs in the TCP/IP environment refer to the Reference Guide.

REPLACING CONSUMABLES

DRUM UNIT AND TONER CARTRIDGE

The drum unit and toner cartridge should be replaced when they have reached the end of their print life. A message will appear on the control panel when it is time to replace the toner cartridge. When the toner cartridge is empty the message is displayed in the control panel, and the printer will stop printing until it is replaced.

The possible number of pages that can be printed differs according to factors such as the print contents, paper size, paper type, environment used, and the frequency of switching on/off the power of the machine.The drum unit prints approximately 60,000 images and the toner cartridge prints approximately 30,000 images.

If you continue to print with a drum unit and toner cartridge whose replacement is long overdue, it may affect the functions of this machine, such as the print quality. It is recommended to install a new drum unit and toner cartridge, when a message to replace it is displayed on the control panel.

WARNING!

> **Never expose a drum/toner cartridge to an open flame. It can cause an explosion and you can be burned.**
> **Be sure to switch off and unplug the machine before accessing the interior of the machine for cleaning, maintenance, or fault clearance. Access to a live machine's interior can cause electric shock.**

DRUM UNIT

CAUTION ON HANDLING THE DRUM UNIT

When handling the drum unit take note of the following points:

> Do not subject it to direct sunlight or strong light.

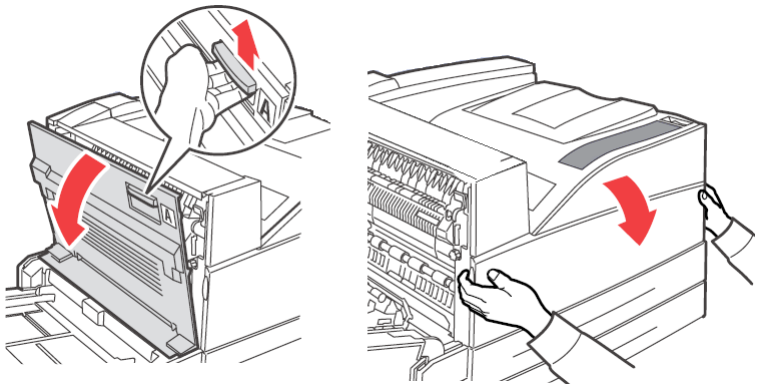
> When installing the drum unit, select a location not subject to strong light and try to finish the installation within 5 minutes.

> Do not touch the surface of the photosensitive drum. Do not let the drum unit stand or place it upside down. The drum might become damaged.

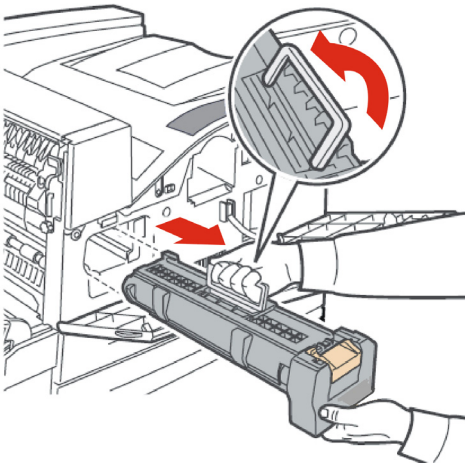
> A drum shutter protects the photosensitive drum from light. Do not open the drum shutter or contact any internal surfaces with your fingers or hand.

REPLACING THE DRUM UNIT

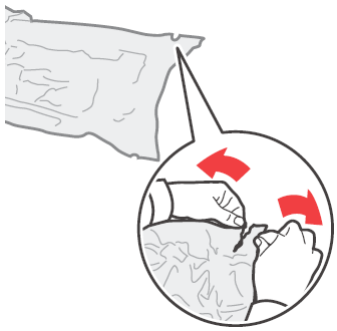
1. Remove any output paper and open cover A, and then the front cover.



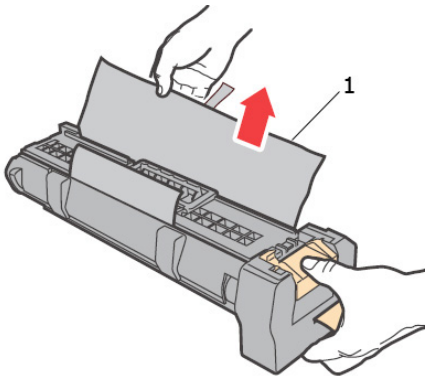
2. Hold the drum unit by the grip and pull it out slowly. Do not touch any parts inside the printer.

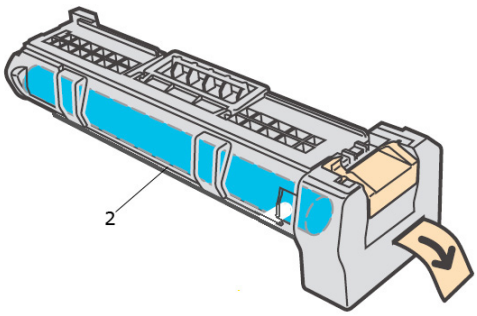


3. Take the new drum unit out of the packaging box.

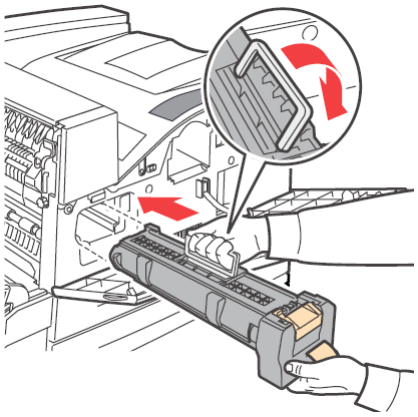


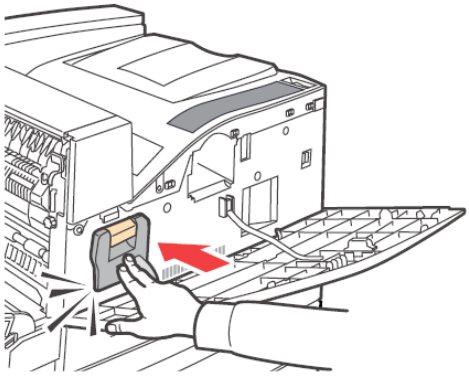
4. Place the drum unit on a flat surface and pull out the protective sheet (1). Do not touch the surface of the photosensitive drum (2).



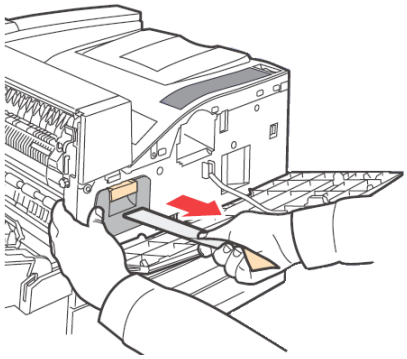


5. Hold the drum unit by the grip and insert it into the slot inside the printer. Ensure that the drum unit is firmly set. Do not touch any parts inside the printer.





6. Remove and discard the protective strip.



7. Close cover A and then the front cover securely.

TONER CARTRIDGE

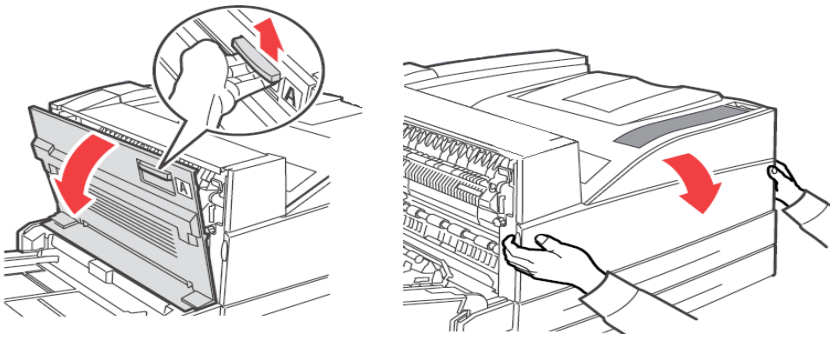
CAUTION ON HANDLING THE TONER CARTRIDGE

When handling the toner cartridge, take note of the following points:

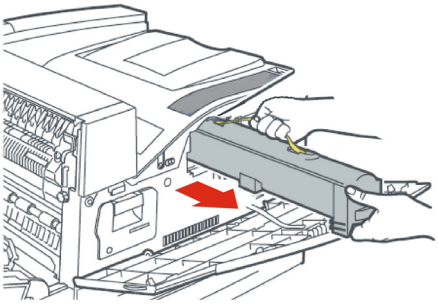
- Keep the toner cartridge in a location out of reach of children.
- Do not forcibly open the toner cartridge.
- Do not let the toner cartridge stand or place it upside down.
- Although the toner is not harmful to the body, wash it off immediately if your hands or clothes are stained with it.
- It is recommended to use the toner cartridge within 1 year after opening it.
- Avoid inhaling toner dust.

REPLACING THE TONER CARTRIDGE

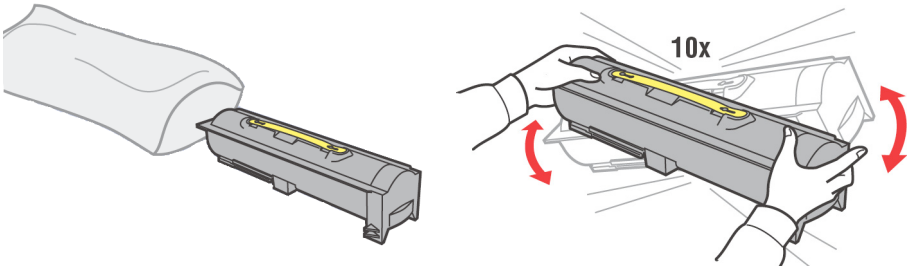
1. Remove any output paper and open cover A and then the front cover.



2. Hold the toner cartridge by the grip and pull it out slowly. Do not touch any parts inside the printer.



3. Take the new toner cartridge out of the packaging box and shake it 8 to 10 times as shown in the diagram.



NOTE
If the toner is not evenly spread out, the print quality may be reduced. Also, if you did not shake toner cartridge well, there may be operating noise or the interior of the cartridge may be damaged during operation.

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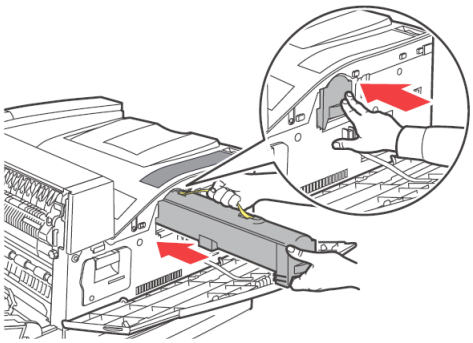
4. Hold the toner cartridge by the grip and insert it into the slot inside the printer. Ensure that the toner cartridge is firmly set. Do not touch any parts inside the printer.



5. Close cover A and then the front cover securely.

FUSER UNIT

The fuser unit is included as one of the regular replacement parts. When you are to replace a fuser unit, open the box of the regular replacement parts and get the new fuser unit ready.

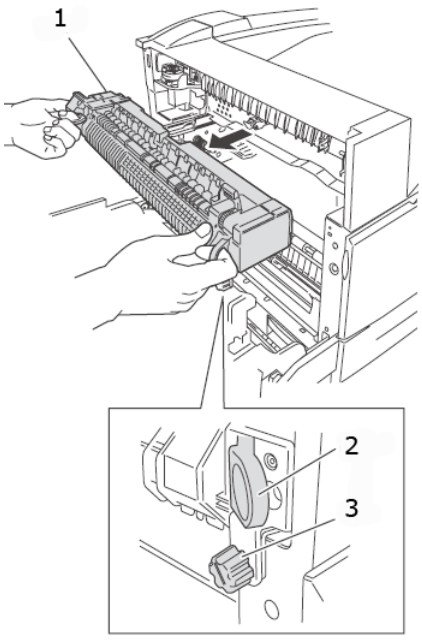
WARNING!

> **Never touch a labelled area found on or near the heat roller. You can get burned. If a sheet of paper is wrapped around the heat roller, do not try to remove it by yourself to avoid injuries or burns. Switch off the printer immediately, and contact your service provider.**

> **Be sure to switch off and unplug the machine before accessing the interior of the machine for cleaning, maintenance, or fault clearance. Access to a live machine's interior can cause electric shock.**

REPLACING THE FUSER UNIT

1. Switch off the power of the printer and leave it idle for 30 minutes until the fuser unit cools down.
2. Open cover A.
3. Loosen the two knobs (3) securing the fuser to the frame.
4. Pull the fuser (1) towards you by holding the two handles (2).



5. Unpack the new fuser from its container.
6. Insert carefully the fuser by holding the two handles.
7. Secure the fuser by tightening the two knobs.
8. Close cover A.
9. Switch the printer power on.

TRANSFER ROLL CARTRIDGE

The transfer roll cartridge is included as one of the regular replacement parts. When you are to replace a transfer roll cartridge, open the box of the regular replacement parts and get the new transfer roll cartridge ready.

When handling a transfer roll cartridge, take note of the following:

> Do not remove and re-insert the transfer roll cartridge in use

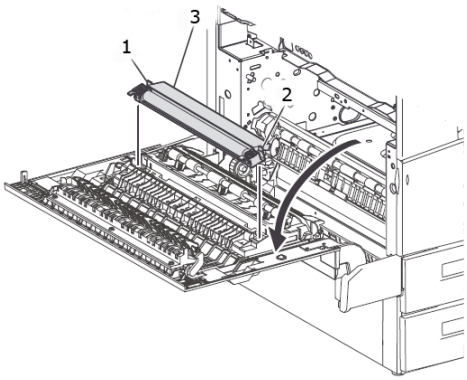
> Replace the transfer roll cartridge, when a message to replace it is displayed in the control panel. If not replaced, the printer will not continue to print.

WARNING!

Never throw a transfer roll cartridge into an open flame. It can cause an explosion and you can get burned.

REPLACING THE TRANSFER ROLL CARTRIDGE

1. Switch off the power of the printer.
2. Open cover A.
3. Pinch the hooks (1 & 2) at each end of the transfer roller (3) and lift to remove it from chute.



4. Grasp the new transfer roller by the hooks.
5. Insert the new transfer roller into its mounting and reseat the hooks.
6. Close cover A.
7. Turn the printer on.

You can now run sample prints to verify correct operation.

MAINTENANCE KIT

A maintenance kit is required every 300,000 pages. It consists of:

> Fuser Unit

> Transfer Roller

> Paper Feed Rollers

Contact your service department to install the maintenance kit when the request is displayed on the Control Panel.

DAILY CARE

CLEANING THE PRINTER

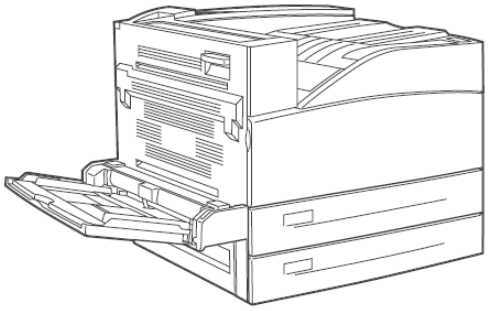
This section describes how to clean the printer in order to maintain it in good condition and print clean printouts all the time.

WARNING!

Be sure to switch off and unplug the machine before accessing the interior of the machine for cleaning, maintenance, or fault clearance. Access to a live machine's interior can cause electric shock.

CLEANING THE EXTERIOR

Clean the exterior of the printer about once a month. Wipe the parts with a wet but well-wrung soft cloth. Then wipe with another dry soft cloth. For stubborn stains, moisten a soft cloth with a small amount of neutral detergent, and gently wipe the stain off.



CAUTION!

Do not spray the detergent directly on the printer. The liquid detergent may enter the printer through a gap and cause problems. Never use cleaning agents other than water or neutral detergent.

CLEANING THE INTERIOR

After clearing paper jams or replacing the drum unit/toner cartridge, inspect the inside of the printer before closing the Front cover.

WARNING!

Never touch areas labelled as 'High Voltage'. You can get an electric shock. Never touch a labelled area found on or near the heat roller. You can get burned. If a sheet of paper is wrapped around the heat roller, do not try to remove it by yourself to avoid injuries or burns. Switch off the machine immediately, and contact service.

> Remove any remaining pieces of paper.

> Remove any dust or stains with a clean dry cloth.

WHEN MOVING THE PRINTER

Carry out the following procedure when moving the printer.

WARNING!

> **The machine, without the optional accessories, paper trays, consumables and paper, weighs 41.0 kg or 90lbs. When moving the equipment, make sure that there are two or more persons carrying it.**
>
> **If the duplex unit (optional) or A4 tray (optional) has been installed, uninstall it before moving the printer. If these are not fixed securely to the printer, they may fall to the ground and cause injuries.**
>
> **When lifting the machine, be sure to observe the following points, failure to do so may cause the machine to fall and result in injuries.**
>
> - **2 persons, one facing the front of the machine (control panel) and the other facing the back, should firmly grip the recessed areas on the bottom part of both sides of the machine. Never try to lift the machine by gripping any other areas.**
> - **Bend your knees to avoid possible injuries to your back.**

CAUTION!

Do not tilt the machine more than 10 degrees.

Correct moving procedure

Carry out the following procedure when moving the printer.

1. Press the power switch of this printer to the <O> position to switch the power off.
2. Remove all cords, such as the power cord and interface cables.

WARNING!

Never touch a power cord with wet hands. Danger of electric shock exists. When unplugging the machine, grasp the plug instead of the cord. Forcibly pulling on a chord can damage it and cause fire or electric shock.

3. Remove any paper in the centre output tray and MFP tray (tray 5).
4. Pull out the paper tray from the printer and remove any paper in the tray. Keep the paper wrapped and away from humidity and dirt.

5. Open cover A and the front cover but do not touch any parts inside the printer.
6. Hold the drum unit and toner cartridge by the grip and pull it out slowly.

CAUTION!

> **It is necessary to uninstall the drum unit and toner cartridge. If you move the printer with the drum unit and toner cartridge installed, the toner may spill out inside of the machine.**
> **Do not shake the toner cartridge after uninstalling it from the printer. The toner will spill.**
> **Put the uninstalled drum/toner cartridge back into its original aluminium bag or wrap it with a thick cloth to prevent it from being exposed to strong light.**

7. Close cover A and then the front cover securely.
8. Lift the printer and move it gently. If the printer is to be moved over a long distance, pack it inside a box.

MENU FUNCTIONS

The printer menu allows you to view and change the printer's internal settings. The settings are grouped into categories or "menus" such as Information Menu or Print Menu.

Some of these settings are similar to those found in your printer driver or application software. The settings that you can change using this software act as the printer's defaults. These can be overridden by the settings in your printer driver or application. For example, if you have set the number of copies in the Printer Menu settings to one, this will be overridden if you select three copies of your document in the printer driver.

Factory default settings are shown in the following tables.

PRINT JOBS MENU

PARAMETERS	VALUE	DEFAULT	DESCRIPTION
Password	0000-9999	0000	Prints jobs stored on printer. Used for Secure Print, Stored Job, Proof Print and Timed Job

INFORMATION MENU

PARAMETERS	VALUE	DEFAULT	DESCRIPTION
Print Usage Rep	Execute	Execute	Prints the usage report
Print Menu Map	Execute	Execute	Prints the menu map
Print PCL Fonts	Execute	Execute	Prints the PCL font list
Print PS Fonts	Execute	Execute	Prints the PS font list
Print FX Fonts	Execute	Execute	Prints the FX font list
Print Demo	Execute	Execute	Prints the demo page

PRINT MENU

PARAMETERS	VALUE	DEFAULT	DESCRIPTION
Copies	1-999	1	Set the number of copies printed
Duplex	On/Off	Off	Enable duplex printing
Duplex Binding	Long Edge / Short Edge	Long Edge	Choose the bind edge during duplex printing
Paper Feed	Tray 1 Tray 2 Tray 3 Tray 4 Tray 5 Tray 6	Tray 1	Select default paper source tray
Auto Tray Switch	On/Off	On	Enable auto switch of paper tray

PARAMETERS	VALUE	DEFAULT	DESCRIPTION
Output Tray	Standard Top Bin Stacker Top Stacker Main	Standard Top Bin	Output paper tray
Output Linking	On/Off	On	Only visible when Finisher is installed. When output tray is full, printing is resumed in the next available output tray.
Job Offset	On/Off	Off	Group printed jobs
Staple Mode	Off Dual Left Edge Bottom Left Top Left	Off	Only visible when Finisher is installed
Hole Punch	Off 4 hole 2 hole	Off	Only visible when Finisher is installed
Separator Page	Off Tray 1 Tray 2 Tray 3 Tray 4 Tray 5 Tray 6	Off	Select the paper source tray for the separator page.
Resolution	600 dpi 1200 dpi	600 dpi	Select print resolution
Print Density	1-7	4	Set the print density
Toner Saver Mode	On/Off	Off	Use less toner. 10 pt characters print legibly, but 8 pt characters do not.
Orientation	Portrait / Landscape	Portrait	Set print orientation
Lines per Page	5-128	57-Executive 39-Monarch Envelope 51-Com10 Envelope 46-DL Envelope 48-C5 Envelope 47-Com9 Envelope 29-A6 43-A5 45-Statement 54-B5 60-Letter 64-A4 71-Legal13 78-Legal14	Set number of lines per page
Auto Resize	Enable Disable	Disable	Automatically resize
Media Check	Enable Disable	Disable	Check media size
White Page Skip	Enable Disable	Disable	Enable skipping of blank pages

MEDIA MENU

PARAMETERS	VALUE	DEFAULT	DESCRIPTION
Tray 5 Paper Size	Executive Monarch Envelope Com10 Envelope DL Envelope C5 Envelope Com9 Envelope A6 A5 Statement B5 Letter A4 Legal13 Legal14 Custom	Letter/A4	Set the media size
Tray 5 Media Type	same as tray 1	Plain	Set the media type
Tray 1 Use Custom	yes/no	no	Set the media size
Tray 1 Paper Size	Executive DL Envelope C5 Envelope Com9 Envelope A5 Statement B5 Letter A4 Legal13 Legal14 Custom	Letter/A4	Set the media size
Tray 1 Media Type	Plain Transparency Prepunched Letterhead Colored Preprinted Bond Label Card Stock Postcard Envelope	Plain	Set the media type
Tray 2 Use Custom	Yes/No	No	Set the media size
Tray 2 Paper Size	Same as tray 1	Letter/A4	Set the media size
Tray 2 Media Type	Same as tray 1	Plain	Set the media type
Tray 3 Custom Size if two-tray feeder	Yes/No	No	Set the media size
Tray 3 Paper Size	Same as tray 1	Letter/A4	Set the media size
Tray 3 Media Type	Same as tray 1	Plain	Set the media size
Tray 4 Custom Size if two-tray feeder	Yes/No	No	Set the media size
Tray 4 Paper Size	Same as tray 1	Letter/A4	Set the media size
Tray 4 Media Type	Same as tray 1	Plain	Set the media type

PARAMETERS	VALUE	DEFAULT	DESCRIPTION
Tray 6 Paper Size	Letter A4 Executive B5	Letter/A4	Set the media size
Tray 6 Media Type	Same as tray 1	Plain	Set the media type
Unit of Measure	Inches/Millimeters	Inches (US) Millimeter(Otherwise)	Select unit of measure used for Custom Paper Sizes
Tray 5 X Dimension	89 - 297 mm (3.5 - 11.70 in.)	279mm	Set the paper width
Tray 5 Y Dimension	98 -432 mm (3.87 - 17 in.)	216mm	Set the paper length
Tray 1 X Dimension	140 - 297 mm (5.5 - 11.70 in.)	11.00 in (279mm)	Set the paper length
Tray 1 Y Dimension	182 - 432 mm (7.16 - 17 in.)	8.5 in (216 mm)	Set the paper width
Tray 2 X Dimension	140 - 297 mm (5.5 - 11.70 in.)	11.00 in (279mm)	Set the paper length
Tray 2 Y Dimension	182 - 432 mm (7.16 - 17 in.)	8.5 in (216 mm)	Set the paper width
Tray 3 X Dimension	140 - 297 mm (5.5 - 11.70 in.)	11.00 in (279mm)	Set the paper length 2TM only
Tray 3 Y Dimension	182 - 432 mm (7.16 - 17 in.)	8.5 in (216 mm)	Set the paper width 2TM only
Tray 4 X Dimension	140 - 297 mm (5.5 - 11.70 in.)	11.00 in (279mm)	Set the paper length 2TM only
Tray 4 Y Dimension	182 - 432 mm (7.16 - 17 in.)	8.5 in (216 mm)	Set the paper width 2TM only

SYSTEM CONFIGURATION MENU

PARAMETERS	VALUE	DEFAULT	DESCRIPTION
Power Save Time	5, 10, 30, 60, 120	10	Set delay time in minutes for printer to enter power saver
Sleep Mode Time	60, 120, 180	60	Amount of minutes before entering sleep mode.
Personality	Personality	Auto Emulation PCL Postscript 3 FX	Auto Emulation
Wait Timeout	Wait Timeout	0-99999 Seconds	20
Low Toner	Toner Low	Continue Stop	Stop
Language	Language	English other	English
Print PS Error	On/Off	Off	Prints a page with postscript errors
Edge To Edge	On/Off	Off	-

PCL EMULATION

PARAMETERS	VALUE	DEFAULT	DESCRIPTION
Font Source	Font Source	Internal Compact Flash User Flash Disk Drive	Internal
Font Number	Available Fonts	50	Default font number
Font Pitch	0.08-100.00	10	Default font pitch
Symbol Set	Symbol Set	10U:PC-8 CP437	Available Symbol sets
CR Function	CR Function	CR CR+LF	CR
LF Function	LF LF+CR	LF	Printer action on line feed
A4 Print Width	78 Columns 80 Columns	78 Columns	Default A4 width
Print Area	Normal Expanded	Normal	Print boundaries

FX EMULATION

PARAMETERS	VALUE	DEFAULT	DESCRIPTION
Character Pitch	10 cpi 12 cpi 17 cpi 20 cpi Proportional	10 cpi	Default font pitch
Character Set	Set-1, Set-2	Set-2	Default character set
Symbol Set	Available Symbol sets	10U:PC-8 CP437	Default font
Letter O Style	Enable Disable	Disable	Selects replacing ¢(9b) and ¥(9D) with (ou) (zero) respectively
Zero Character	Normal, Slashed	Normal	Selects not slashed or slashed zero character.
Line Pitch	6 lpi 8 lpi	6 lpi	Default lines per inch
CR Function	CR CR+LF	CR	Printer action on carriage return
Line Length	80 Column, 136 Column	80 Column	Characters per line.
Form Length	11 inch 11.7 inch 12 inch	11 inch	Set length of paper
TOF Position	0.0 inch 0.1 inch ↓ 1.0 inch	0 inch	Downward shift of image

PARAMETERS	VALUE	DEFAULT	DESCRIPTION
Left Margin	0.0 inch 0.1 inch ↓ 1.0 inch	0 inch	Right shift of image
Fit To Letter	Enable Disable	Disable	Enable fit of image to paper size
Text Height	Same, Diff	Same	Selects text height to remain uniform or to differ.

PARALLEL MENU

PARAMETERS	VALUE	DEFAULT	DESCRIPTION
Parallel	Enable Disable	Enable	Enable port
BI-Direction	Enable Disable	Enable	Enable bi-direction communication
PS Protocol	ASCII RAW	ASCII	PS Protocol

SERIAL MENU

PARAMETERS	VALUE	DEFAULT	DESCRIPTION
Serial	Serial	Enable Disable	Enable
Baud-Rate	1200 2400 4800 9600 19200 38400 57600 115200	9600	Serial baud rate
Data Bits	8 7	8	Serial data bits
Stop Bits	1 2	1	Serial stop bits
Parity	None Even Odd	None	Serial parity
DTR Ready/Busy	On/Off	Off	Serial Signal
DTR Onl/Offl	On/Off	Off	Serial Signal
DTR Error	On/Off	Off	Serial Signal
RTS Ready/Busy	Off	Serial Signal	On/Off
RTS Onl/Offl	On/Off	Off	Serial Signal
RTS Error	On/Off	Off	Serial Signal
XON Ready/Busy	On/Off	On	Serial Signal
XON Onl/Offl	On/Off	On	Serial Signal

PARAMETERS	VALUE	DEFAULT	DESCRIPTION
XON Error	On/Off	Off	Serial Signal
DTR Polarity	High low	High	Serial Signal
RTS Polarity	High low	High	Serial Signal
Robust XON	On/Off	Off	Serial Signal
Serial PS-Protocol	ASCII RAW	ASCII	PS Protocol

USB MENU

PARAMETERS	VALUE	DEFAULT	DESCRIPTION
USB	Enable Disable	Enable	Enable port
USB PS Protocol	ASCII RAW	ASCII	PS Protocol

NETWORK MENU

PARAMETERS	VALUE	DEFAULT	DESCRIPTION
TCP / IP	Enable Disable	Enable	Enable port
Netware	Enable Disable	Enable	-
EtherTalk	Enable Disable	Enable	Enable port
IP Address Set	Automatic Manual	Automatic	Enable DHCP
IP Address	Specified	Specified	Set by user or DHCP
Subnet (Mask)	Specified	Specified	Set by user or DHCP
Gateway Address	Specified	Specified	Set by user or DHCP
Factory Default	Execute	Execute	-
Web	Enable Disable	Enable	-
SNMP	Enable Disable	Enable	-
HUB Link Setting	Auto Negotiate 10 Base-T Full 10 Base-T Half 100 Base-T Full 100 Base-T Half	Auto Negotiate	Hub link setting
PS Protocol	Raw ASCII	ASCII	-
HTTP Port	00000-99999	00080	-

PARAMETERS	VALUE	DEFAULT	DESCRIPTION
Netware Frame	Auto Sense 802.2 802.2 SNAP Ethernet II 802.3	Auto Sense	-

SYSTEM ADJUSTMENT MENU

PARAMETERS	VALUE	DEFAULT	DESCRIPTION
PCL Tray 5 ID#	0-9999	8	PCL tray ID
PCL Tray 1 ID#	0-9999	1	PCL tray ID
PCL Tray 2 ID#	0-9999	4	PCL tray ID
PCL Tray 3 ID#	0-9999	5	PCL tray ID
PCL Tray 4 ID#	0-9999	20	PCL tray ID
PCL Tray 6 ID#	0-9999	21	PCL tray ID
PCL Auto ID#	0-9999	7	PCL tray ID
Hex Dump	Enable Disable	Disable	Hex Dump

DATE/TIME MENU

PARAMETERS	VALUE	DEFAULT	DESCRIPTION
Month	January - December	Current Month	Month
Day	1-31	Current Day	Day
Year	2000-2099	Current Year	Year
Hour	Midnight 1 AM – 11 AM Noon 1 PM – 11 PM	Current Hour	Hour
Minute	0-59	Current Minute	Minute
Second	0-59	Current Second	Second
GMT Offset/Hours	+12 to -12	0	GMT Offset
GMT Offset/Mins	0 & 30	0	GMT Offset
Daylight Saving	On Off	Off	Enable daylight savings time

MAINTENANCE MENU

PARAMETERS	VALUE	DEFAULT	DESCRIPTION
Menu Reset	Execute	Execute	Reset menu to default
Reset Printer	Execute	Execute	Reset menu to default
Reset Network Card	Execute	Execute	Reset menu to default
Save Menu	Execute	Execute	Saves changes to menu settings

USAGE MENU

PARAMETERS	VALUE	DEFAULT	DESCRIPTION
Usage Count	-	Current count	Usage record
Page Count	-	Current count	Total prints produced
Toner Page Count	-	Current count	Number of pages printed with the current toner cartridge
Toner	0% - 100%	Current level	Percentage of toner remaining
Tray 5 Level	Full, 3/4, 1/2, 1/4, Empty	Current level	Paper supply level
Tray 1 Level	Full, 3/4, 1/2, 1/4, Empty	Current level	Paper supply level
Tray 2 Level	Full, 3/4, 1/2, 1/4, Empty	Current level	Paper supply level
Tray 3 Level	Full, 3/4, 1/2, 1/4, Empty	Current level	Paper supply level
Tray 4 Level	Full, 3/4, 1/2, 1/4, Empty	Current level	Paper supply level
Tray 6 Level	Full, 3/4, 1/2, 1/4, Empty	Current level	Paper supply level
Standard Top BIn	OK Full	Current Level	Paper level
Stacker Top Lvl	Empty Not Empty Full	Current Level	Paper level
Stacker Main Lvl	XX%	Current Level	Paper level

FLASH MENU

PARAMETERS	VALUE	DEFAULT	DESCRIPTION
Data Security	On Off	On	-
Print	Files	Selected File	Print file
Delete	Files	Selected File	Delete file
Format User Flash	Execute	Execute	Format media
User Flash Summary	Execute	Execute	Print media info and directory

DISK MENU

PARAMETERS	VALUE	DEFAULT	DESCRIPTION
Data Security	On/Off	Off	Overwrite delete data with random data
Print	Files	Selected File	Print file
Delete	Files	Selected File	Delete file
Format Disk	Execute	Execute	Format media
Disk Summary	Execute	Execute	Print media info and directory

JOB ACCOUNTING

PARAMETERS	VALUE	DEFAULT	DESCRIPTION
Job Accounting	Enabled	Yes No	No
Print Job Accounting Info	Print Info	Execute	Execute

SPOOLING MENU

PARAMETERS	VALUE	DEFAULT	DESCRIPTION
Start Spooling	Enable spooling to Flash or Hard drive	Enable spooling to Flash or Hard drive	Enable spooling to Flash or Hard drive
Stop Spooling	Disable spooling	Disable spooling	Disable spooling
Destination	User Flash Disk	User Flash	Spool device

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